



**Office of Secretary of State
State of Missouri**

Rebecca McDowell Cook
Secretary of State

Budget Request — FY 1999

Reprinted with Governor's Recommendations

ORGANIZATION SUMMARY
FORM 1A

GOVERNOR
PAGE
DATE 01/15/98

SECRETARY OF STATE 23100

ORGANIZATION /	PRIOR YEAR EXPENDITURE EXPENDITURE	FTE FTE	CURRENT YEAR EXPENDITURE EXPENDITURE	FTE FTE	BUDGET REQUEST AMOUNT AMOUNT	FTE FTE	GOV RECOMMENDS AMOUNT AMOUNT	FTE FTE
OFFICE OF SECRETARY OF STATE								
ADMINISTRATIVE SERVICES	3,543,260	25.05	5,265,342	33.50	4,922,469	33.50	4,934,040	33.50
REFUNDS	4,187,964		5,400,000		5,400,000		5,400,000	
ELECTIONS	190,459	4.37	226,463	5.25	232,993	5.25	234,940	5.25
ELECTIONS PUBLIC NOTICE	605,908		100,000		100,000		100,000	
STATE ARCHIVES	2,221,300	61.21	2,419,118	67.50	2,485,737	67.50	2,506,218	67.50
LOCAL RECORDS GRANTS	442,964		400,000		400,000		400,000	
BUSINESS SERVICES	1,553,723	61.13	1,723,608	67.85	1,787,985	67.85	1,806,007	67.85
STAFF SERVICES	1,059,245	20.52	1,069,030	21.50	1,117,556	21.50	1,125,740	21.50
SECURITIES	643,133	17.74	846,342	20.50	916,832	22.00	924,391	22.00
TOTAL	14,447,956	190.02	17,449,903	216.10	17,363,572	217.60	17,431,336	217.60
STATE LIBRARY								
STATE LIBRARY OPERATIONS	1,392,106	30.64	1,663,813	35.80	1,689,971	35.80	1,702,808	35.80
STATE AID FOR PUBLIC LIBRARY	1,964,448		2,160,893		2,573,341		2,573,341	
REAL					2,575,000		2,575,000	
LIFT LITERACY PROGRAM	65,131		69,450		69,450		69,450	
FEDERAL AID FOR PUBLIC LIBRAR	1,207,885		1,500,000		1,500,000		1,500,000	
LIBRARY NETWORKING FUND			1		1		1	

ORGANIZATION SUMMARY
FORM 1A

GOVERNOR
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DATE 01/15/98

SECRETARY OF STATE 23100

ORGANIZATION /	PRIOR YEAR EXPENDITURE	PRIOR YEAR FTE	CURRENT YEAR EXPENDITURE	CURRENT YEAR FTE	BUDGET REQUEST AMOUNT	BUDGET REQUEST FTE	GOV RECOMMENDS AMOUNT	GOV RECOMMENDS FTE
WOLFNER LIBRARY	611,619	18.04	705,917	23.00	760,667	23.00	766,984	23.00
TOTAL	5,241,189	48.68	6,100,074	58.80	9,168,430	58.80	9,187,584	58.80
GRAND TOTAL	19,689,145	238.70	23,549,977	274.90	26,532,002	276.40	26,618,920	276.40
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SOURCE OF FUND SUMMARY								
GENERAL REVENUE	14,145,650	204.19	16,663,634	223.76	19,541,635	225.26	19,611,527	225.26
FEDERAL REVENUE	1,686,680	9.45	2,188,759	19.40	2,209,207	19.40	2,215,482	19.40
TECHNOLOGY TRUS	2,429,403	1.16	3,000,000	2.00	3,002,694	2.00	3,003,487	2.00
LOCAL RECORDS	1,330,292	22.90	1,336,495	26.24	1,378,572	26.24	1,387,369	26.24
LIBRARY NETWORK			1		1		1	
INVESTOR EDUC			50,000		50,000		50,000	
ST DOC PRESERVA			27,515		27,515		27,515	
SEC ST-WOLFNER			75,000		110,000		110,000	
SEC ST INSTIT	97,120	1.00	208,573	3.50	212,378	3.50	213,539	3.50
GRAND TOTAL	19,689,145	238.70	23,549,977	274.90	26,532,002	276.40	26,618,920	276.40
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**BUDGET CLASS SUMMARY
FORM 1B**

GOVERNOR
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SECRETARY OF STATE

BUD CLS/ FUND	PRIOR YEAR EXPENDITURE	YEAR FTE	CURRENT YEAR EXPENDITURE	YEAR FTE	BUDGET REQUEST AMOUNT	FTE	GOVERNOR RECOMMENDS AMOUNT	FTE
PERSONAL SERVICE								
GENERAL REVENUE	4,928,101	204.19	5,646,616	223.76	6,080,848	225.26	6,150,740	225.26
FEDERAL	233,907	9.45	511,185	19.40	531,633	19.40	537,908	19.40
TECHNOLOGY TRUS	40,794	1.16	67,344	2.00	70,038	2.00	70,831	2.00
LOCAL RECORDS	600,215	22.90	722,332	26.24	751,225	26.24	760,022	26.24
SEC ST INSTIT	22,224	1.00	95,109	3.50	98,914	3.50	100,075	3.50
TOTAL	----- 5,825,241	238.70	----- 7,042,586	274.90	----- 7,532,658	276.40	----- 7,619,576	276.40
EXPENSE AND EQUIPMENT								
GENERAL REVENUE	2,418,242		3,286,675		2,742,996		2,742,996	
FEDERAL	220,744		177,574		177,574		177,574	
TECHNOLOGY TRUS	2,388,609		2,932,656		2,932,656		2,932,656	
LOCAL RECORDS	287,113		214,163		227,347		227,347	
ST DOC PRESERVA			27,515		27,515		27,515	
SEC ST-WOLFNER			75,000		110,000		110,000	
SEC ST INSTIT	74,896		113,464		113,464		113,464	
TOTAL	----- 5,389,604		----- 6,827,047		----- 6,331,552		----- 6,331,552	
TOTAL OPERATING BY FUND								
GENERAL REVENUE	7,346,343		8,933,291		8,823,844		8,893,736	
FEDERAL	454,651		688,759		709,207		715,482	
ALL OTHER	3,413,851		4,247,583		4,331,159		4,341,910	
TOTAL	----- 11,214,845		----- 13,869,633		----- 13,864,210		----- 13,951,128	

BUD CLS/ FUND	PRIOR EXPENDITURE	YEAR FTE	CURRENT EXPENDITURE	YEAR FTE	BUDGET AMOUNT	REQUEST FTE	GOVERNOR AMOUNT	RECOMMENDS FTE
PROGRAM SPECIFIC								
GENERAL REVENUE	6,799,307		7,730,343		10,717,791		10,717,791	
FEDERAL	1,232,029		1,500,000		1,500,000		1,500,000	
LOCAL RECORDS	442,964		400,000		400,000		400,000	
LIBRARY NETWORK			1		1		1	
INVESTOR EDUC			50,000		50,000		50,000	
TOTAL	8,474,300		9,680,344		12,667,792		12,667,792	
SOURCE OF FUND SUMMARY								
GENERAL REVENUE	14,145,650	204.19	16,663,634	223.76	19,541,635	225.26	19,611,527	225.26
FEDERAL	1,686,680	9.45	2,188,759	19.40	2,209,207	19.40	2,215,482	19.40
ALL OTHER	3,856,815	25.06	4,697,584	31.74	4,781,160	31.74	4,791,911	31.74
GRAND TOTAL	19,689,145	238.70	23,549,977	274.90	26,532,002	276.40	26,618,920	276.40

**DECISION ITEM RANKING
FORM 2**

**GOVERNOR
PAGE**

SECRETARY OF STATE

DECISION ITEM RANK/NUMBER	ORGANIZATION/ DECISION ITEM NAME	BUDGET PAGE	FUND	DECISION ITEM REQUEST AMOUNT FTE	GOVERNOR RECOMMENDS AMOUNT FTE	CUMULATIVE DECISION ITEMS
1/001	ADMINISTRATIVE SERVICES CORE REQUEST		GENERAL REVENUE	1,615,649 31.50	1,626,427 31.50	1,626,427
			TECHNOLOGY TRUS	3,000,000 2.00	3,000,793 2.00	3,000,793
			TOTAL	4,615,649 33.50	4,627,220 33.50	4,627,220
				=====	=====	=====
1/002	ELECTIONS CORE REQUEST		GENERAL REVENUE	226,463 5.25	228,410 5.25	1,854,837
			TOTAL	226,463 5.25	228,410 5.25	4,855,630
				=====	=====	=====
1/003	STATE ARCHIVES CORE REQUEST		GENERAL REVENUE	1,352,768 41.26	1,364,452 41.26	3,219,289
			LOCAL RECORDS	931,005 26.24	939,802 26.24	3,940,595
			ST DOC PRESERVA	27,515	27,515	3,968,110
			TOTAL	2,311,288 67.50	2,331,769 67.50	7,187,399
				=====	=====	=====
1/004	BUSINESS SERVICES CORE REQUEST		GENERAL REVENUE	1,718,183 67.85	1,736,205 67.85	4,955,494
			TOTAL	1,718,183 67.85	1,736,205 67.85	8,923,604
				=====	=====	=====
1/005	STAFF SERVICES CORE REQUEST		GENERAL REVENUE	1,069,030 21.50	1,077,214 21.50	6,032,708
			TOTAL	1,069,030 21.50	1,077,214 21.50	10,000,818
				=====	=====	=====

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DECISION ITEM RANK/NUMBER	ORGANIZATION/ DECISION ITEM NAME	BUDGET PAGE	FUND	DECISION ITEM REQUEST AMOUNT	FTE	GOVERNOR RECOMMENDS AMOUNT	FTE	CUMULATIVE DECISION ITEMS
1/006	SECURITIES CORE REQUEST		GENERAL REVENUE	587,769	17.00	594,167	17.00	6,626,875
			INVESTOR EDUC	50,000		50,000		4,018,110
			SEC ST INSTIT	208,573	3.50	209,734	3.50	4,227,844
			TOTAL	846,342	20.50	853,901	20.50	10,854,719
				=====	=====	=====	=====	=====
1/011	STATE LIBRARY OPERATIONS CORE REQUEST		GENERAL REVENUE	1,067,092	20.90	1,074,570	20.90	7,701,445
			FEDERAL	580,121	14.90	585,480	14.90	585,480
			TOTAL	1,647,213	35.80	1,660,050	35.80	12,514,769
				=====	=====	=====	=====	=====
1/016	LIFT LITERACY PROGRAM CORE REQUEST		GENERAL REVENUE	69,450		69,450		7,770,895
			TOTAL	69,450		69,450		12,584,219
				=====	=====	=====	=====	=====
1/018	LOCAL RECORDS GRANTS CORE REQUEST		LOCAL RECORDS	400,000		400,000		4,627,844
			TOTAL	400,000		400,000		12,984,219
				=====	=====	=====	=====	=====
1/019	REFUNDS CORE REQUEST		GENERAL REVENUE	5,400,000		5,400,000		13,170,895
			TOTAL	5,400,000		5,400,000		18,384,219
				=====	=====	=====	=====	=====

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DECISION ITEM RANK/NUMBER	ORGANIZATION/ DECISION ITEM NAME	BUDGET PAGE	FUND	DECISION ITEM REQUEST AMOUNT FTE	GOVERNOR RECOMMENDS AMOUNT FTE	CUMULATIVE DECISION ITEMS
1/020	ELECTIONS PUBLIC NOTICE CORE REQUEST		GENERAL REVENUE	100,000	100,000	13,270,895
	TOTAL			100,000	100,000	18,484,219
1/025	STATE AID FOR PUBLIC LIBRARY CORE REQUEST		GENERAL REVENUE	2,160,893	2,160,893	15,431,788
	TOTAL			2,160,893	2,160,893	20,645,112
1/026	REAL CORE REQUEST		GENERAL REVENUE	1,325,000	1,325,000	16,756,788
	TOTAL			1,325,000	1,325,000	21,970,112
1/027	FEDERAL AID FOR PUBLIC LIBRARY CORE REQUEST		FEDERAL	1,500,000	1,500,000	2,085,480
	TOTAL			1,500,000	1,500,000	23,470,112
1/028	LIBRARY NETWORKING FUND CORE REQUEST		LIBRARY NETWORK	1	1	4,627,845
	TOTAL			1	1	23,470,113
1/029	WOLFNER LIBRARY CORE REQUEST		GENERAL REVENUE	522,279	18.50	17,284,468
	FEDERAL			108,638	4.50	2,195,034
	SEC ST-WOLFNER			75,000		4,702,845
	TOTAL			705,917	23.00	24,182,347

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DECISION ITEM RANK/NUMBER	ORGANIZATION/ DECISION ITEM NAME	BUDGET PAGE	FUND	DECISION ITEM REQUEST AMOUNT FTE	GOVERNOR RECOMMENDS AMOUNT FTE	CUMULATIVE DECISION ITEMS
2/030	STAFF SERVICES WITHIN GRADE		GENERAL REVENUE	27,576	27,576	17,312,044
			TOTAL	27,576	27,576	24,209,923
2/031	ADMINISTRATIVE SERVICES WITHIN GRADE		GENERAL REVENUE	35,551	35,551	17,347,595
			TECHNOLOGY TRUS	2,694	2,694	4,705,539
			TOTAL	38,245	38,245	24,248,168
2/032	ELECTIONS WITHIN GRADE		GENERAL REVENUE	6,530	6,530	17,354,125
			TOTAL	6,530	6,530	24,254,698
2/033	STATE ARCHIVES WITHIN GRADE		GENERAL REVENUE	36,832	36,832	17,390,957
			LOCAL RECORDS	28,893	28,893	4,734,432
			TOTAL	65,725	65,725	24,320,423
2/034	BUSINESS SERVICES WITHIN GRADE		GENERAL REVENUE	55,802	55,802	17,446,759
			TOTAL	55,802	55,802	24,376,225
2/035	SECURITIES WITHIN GRADE		GENERAL REVENUE	21,513	21,513	17,468,272
			SEC ST INSTIT	3,805	3,805	4,738,237
			TOTAL	25,318	25,318	24,401,543

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DECISION ITEM RANK/NUMBER	ORGANIZATION/ DECISION ITEM NAME	BUDGET PAGE	FUND	DECISION ITEM REQUEST AMOUNT	FTE	GOVERNOR RECOMMENDS AMOUNT	FTE	CUMULATIVE DECISION ITEMS
2/036	STATE LIBRARY OPERATIONS WITHIN GRADE		GENERAL REVENUE	24,896		24,896		17,493,168
			FEDERAL	17,862		17,862		2,212,896
			TOTAL	42,758		42,758		24,444,301
				=====	=====	=====	=====	=====
2/037	WOLFNER LIBRARY WITHIN GRADE		GENERAL REVENUE	17,164		17,164		17,510,332
			FEDERAL	2,586		2,586		2,215,482
			TOTAL	19,750		19,750		24,464,051
				=====	=====	=====	=====	=====
3/039	ADMINISTRATIVE SERVICES COMMUNICATION INCREASE		GENERAL REVENUE	40,000		40,000		17,550,332
			TOTAL	40,000		40,000		24,504,051
				=====	=====	=====	=====	=====
4/041	ADMINISTRATIVE SERVICES QUICK PRINT		GENERAL REVENUE	36,740		36,740		17,587,072
			TOTAL	36,740		36,740		24,540,791
				=====	=====	=====	=====	=====
5/045	STATE ARCHIVES CENTER SHELVING		GENERAL REVENUE	65,550		65,550		17,652,622
			TOTAL	65,550		65,550		24,606,341
				=====	=====	=====	=====	=====
6/040	ADMINISTRATIVE SERVICES PUBLICATION EXPENSE		GENERAL REVENUE	14,379		14,379		17,667,001
			TOTAL	14,379		14,379		24,620,720
				=====	=====	=====	=====	=====

DECISION ITEM RANKING
FORM 2

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DECISION ITEM RANK/NUMBER	ORGANIZATION/ DECISION ITEM NAME	BUDGET PAGE	FUND	DECISION ITEM REQUEST AMOUNT FTE	GOVERNOR RECOMMENDS AMOUNT FTE	CUMULATIVE DECISION ITEMS
7/038	ADMINISTRATIVE SERVICES UCP IMPLEMENTATION		GENERAL REVENUE	177,456	177,456	17,844,457
			TOTAL	177,456	177,456	24,798,176
				=====	=====	=====
8/047	BUSINESS SERVICES MICROFILM READER PRINTER		GENERAL REVENUE	14,000	14,000	17,858,457
			TOTAL	14,000	14,000	24,812,176
				=====	=====	=====
9/043	STATE ARCHIVES PHOTOCOPIER		LOCAL RECORDS	8,174	8,174	4,746,411
			TOTAL	8,174	8,174	24,820,350
				=====	=====	=====
10/046	STATE ARCHIVES WET TREATMENT BASIN		LOCAL RECORDS	10,500	10,500	4,756,911
			TOTAL	10,500	10,500	24,830,850
				=====	=====	=====
11/048	STAFF SERVICES REPLACEMENT VEHICLE		GENERAL REVENUE	20,950	20,950	17,879,407
			TOTAL	20,950	20,950	24,851,800
				=====	=====	=====
12/050	STATE AID FOR PUBLIC LIBRARY INCREASE AID/PUBLIC LIBRARIES		GENERAL REVENUE	412,448	412,448	18,291,855
			TOTAL	412,448	412,448	25,264,248
				=====	=====	=====

DECISION ITEM RANKING
FORM 2

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DECISION ITEM RANK/NUMBER	ORGANIZATION/ DECISION ITEM NAME	BUDGET PAGE	FUND	DECISION ITEM REQUEST AMOUNT FTE	GOVERNOR RECOMMENDS AMOUNT FTE	CUMULATIVE DECISION ITEMS
13/049	SECURITIES LICENSING ASST/CLERK TYPIST II		GENERAL REVENUE	45,172 1.50	45,172 1.50	18,337,027
			TOTAL	45,172 1.50	45,172 1.50	25,309,420
				=====	=====	=====
14/042	STATE ARCHIVES BOOK COPIER		GENERAL REVENUE	15,000	15,000	18,352,027
			TOTAL	15,000	15,000	25,324,420
				=====	=====	=====
15/044	STATE ARCHIVES MICROFILM READER		GENERAL REVENUE	9,500	9,500	18,361,527
			TOTAL	9,500	9,500	25,333,920
				=====	=====	=====
15/051	REAL REAL FUNDING INCREASE		GENERAL REVENUE	1,250,000	1,250,000	19,611,527
			TOTAL	1,250,000	1,250,000	26,583,920
				=====	=====	=====
16/052	WOLFNER LIBRARY IMPLEMENT HB438 & SB242		SEC ST-WOLFNER	35,000	35,000	4,791,911
			TOTAL	35,000	35,000	26,618,920
				=====	=====	=====

PERSONAL SERVICE SUMMARY
FORM 3GOVERNOR
PAGESECRETARY OF STATE

ORGANIZATION	PRIOR YEAR EXP/FTE	CURRENT YEAR EXP/FTE	COST OF LIVING	BUDGET YEAR ADJUSTMENTS FLEXIBLE BENEFIT	SALARY ADJUSTMENTS	NEW POSITIONS AMOUNT/FTE	BUDGET REQUEST AMOUNT/FTE	GOV	RECOMMENDS AMOUNT/FTE
OFFICE OF SECRETARY OF STATE									
ADMINISTRATIVE SERVICES	644,075 25.05	956,114 33.50	9,561	2,010	38,245	177,456	1,171,815 33.50		1,183,386 33.50
ELECTIONS	147,370 4.37	163,246 5.25	1,632	315	6,530		169,776 5.25		171,723 5.25
STATE ARCHIVES	1,402,850 61.21	1,643,135 67.50	16,431	4,050	65,725		1,708,860 67.50		1,729,341 67.50
BUSINESS SERVICES	1,217,290 61.13	1,395,059 67.85	13,951	4,071	55,802		1,450,861 67.85		1,468,883 67.85
STAFF SERVICES	670,485 20.52	689,390 21.50	6,894	1,290	27,576		716,966 21.50		725,150 21.50
SECURITIES	529,469 17.74	632,939 20.50	6,329	1,230	25,318	30,912 1.50	689,169 22.00		696,728 22.00
TOTAL	4,611,539 190.02	5,479,883 216.10	54,798	12,966	219,196	208,368 1.50	5,907,447 217.60		5,975,211 217.60
STATE LIBRARY									
STATE LIBRARY OPERATIONS	814,024 30.64	1,068,958 35.80	10,689	2,148	42,758		1,111,716 35.80		1,124,553 35.80
WOLFNER LIBRARY	399,678 18.04	493,745 23.00	4,937	1,380	19,750		513,495 23.00		519,812 23.00

PERSONAL SERVICE SUMMARY
FORM 3

GOVERNOR
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SECRETARY OF STATE

ORGANIZATION		BUDGET YEAR ADJUSTMENTS					GOV	RECOMMENDS
PRIOR YEAR EXP/FTE	CURRENT YEAR EXP/FTE	COST OF LIVING	FLEXIBLE BENEFIT	SALARY ADJUSTMENTS	NEW POSITIONS AMOUNT/FTE	BUDGET REQUEST AMOUNT/FTE		
TOTAL								
1,213,702	1,562,703	15,626	3,528	62,508		1,625,211		1,644,365
48.68	58.80					58.80		58.80
GRAND TOTAL								
5,825,241	7,042,586	70,424	16,494	281,704	208,368	7,532,658		7,619,576
238.70	274.90				1.50	276.40		276.40
=====	=====	=====	=====	=====	=====	=====	=====	=====
SOURCE OF FUND SUMMARY								
GENERAL REVENUE								
4,928,101	5,646,616	56,466	13,426	225,864	208,368	6,080,848		6,150,740
FEDERAL REVENUE								
233,907	511,185	5,111	1,164	20,448		531,633		537,908
TECHNOLOGY TRUS								
40,794	67,344	673	120	2,694		70,038		70,831
LOCAL RECORDS								
600,215	722,332	7,223	1,574	28,893		751,225		760,022
SEC ST INSTIT								
22,224	95,109	951	210	3,805		98,914		100,075
GRAND TOTAL								
5,825,241	7,042,586	70,424	16,494	281,704	208,368	7,532,658		7,619,576
238.70	274.90				1.50	276.40		276.40
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FORM 9



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF BUDGET AND PLANNING
FUND FINANCIAL SUMMARY - FORM 9

FUND NAME	NUMBER	DEPARTMENT NAME	UNIT		
Technology Trust Fund	0266	Secretary of State	Information Technology		
			FY97	FY98	FY99
RESOURCES (Part 1)			PRIOR YEAR	CURRENT YEAR PLANNED	BUDGET YEAR REQUEST
UNOBLIGATED FUND BALANCE JULY 1:			1,097,290	1,237,460	585,710
RECEIPT SOURCES(CASH BASIS: JULY 1 - JUNE 30): Filing Fees collected by the Office of the Secretary of State			2,285,188	2,357,857	2,434,959
TOTAL RESOURCES AVAILABLE:			3,382,478	3,595,317	3,020,669
OBLIGATIONS (Part II)					
OPERATING APPROPRIATIONS:			2,503,624	3,000,000	3,000,000
CAPITAL IMPROVEMENT APPROPRIATIONS:					
TRANSFERS: OASDHI:			2,794		
STATE RETIREMENT AND INSURANCE: Fringe for FY98 and FY99 = 28.53%			6,132	9,607	19,213
LAPSE TO GENERAL REVENUE:					
OTHER:					
TOTAL OBLIGATIONS:			2,512,550	3,009,607	3,019,213
FUND BALANCE CALCULATION (Part III)					
UNEXPENDED APPROPRIATIONS (PREVIOUS YEAR'S LAPSE) NOT REAPPROPRIATED: FY97 Expenditure = \$2,136,092			367,532		
OTHER BUDGET BALANCE:			869,928	585,710	1,456
UNOBLIGATED FUND BALANCE JUN 30:			1,237,460	585,710	1,456

FUND NAME	NUMBER	DEPARTMENT NAME	UNIT		
Local Records Funds	0577	Secretary of State	Gov't Services, Local Records Grants FY97	FY98	FY99
RESOURCES (Part I)			PRIOR YEAR	CURRENT YEAR PLANNED	BUDGET YEAR REQUEST
UNOBLIGATED FUND BALANCE JULY 1:			1,705,616	1,445,380	1,200,557
RECEIPT SOURCES (CASH BASIS: July 1 - June 30): Fees from recording local land transfers and marriage licenses.			1,259,954	1,297,753	1,336,686
(Assume 3%)					
TOTAL RESOURCES AVAILABLE:			2,965,570	2,743,133	2,537,243
OBLIGATIONS (Part II)					
OPERATING APPROPRIATIONS:			1,509,953	1,336,495	1,331,005
CAPITAL IMPROVEMENT APPROPRIATIONS:					
TRANSFERS: OASDHI:			46,067		
STATE RETIREMENT AND INSURANCE: Fringe for FY98 and FY99 = 28.53%			112,786	206,081	206,081
LAPSE TO GENERAL REVENUE:					
OTHER:					
TOTAL OBLIGATIONS:			1,668,806	1,542,576	1,537,086
FUND BALANCE CALCULATION (Part III)					
UNEXPENDED APPROPRIATIONS (PREVIOUS YEAR'S LAPSE) NOT REAPPROPRIATED: FY97 Expenditure = \$1,361,337			148,616		
OTHER BUDGET BALANCE:			1,296,764	1,200,557	1,000,157
UNOBLIGATED FUND BALANCE JUN 30:			1,445,380	1,200,557	1,000,157



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF BUDGET AND PLANNING
FUND FINANCIAL SUMMARY - FORM 9

FUND NAME Secretary of State Investor Education Fund	NUMBER 0829	DEPARTMENT NAME Secretary of State	UNIT Securities Division		
			FY97	FY98	FY99
RESOURCES (Part 1)			PRIOR YEAR	CURRENT YEAR PLANNED	BUDGET YEAR REQUEST
UNOBLIGATED FUND BALANCE JULY 1:			15,100	139,708	218,054
RECEIPT SOURCES (CASH BASIS: JULY 1 - JUNE 30): Monies paid by securities organizations as a result of consent decrees			124,608	128,346	132,196
from securities investigation cases and the interest accrued on those funds.					
(Assume 3% growth)					
TOTAL RESOURCES AVAILABLE:			139,708	268,054	350,250
OBLIGATIONS (Part II)					
OPERATING APPROPRIATIONS:			50,000	50,000	50,000
CAPITAL IMPROVEMENT APPROPRIATIONS:					
TRANSFERS: OASDHI:					
STATE RETIREMENT AND INSURANCE:					
LAPSE TO GENERAL REVENUE:					
OTHER:					
TOTAL OBLIGATIONS:			50,000	50,000	50,000
FUND BALANCE CALCULATION (Part III)					
UNEXPENDED APPROPRIATIONS (PREVIOUS YEAR'S LAPSE) NOT REAPPROPRIATED:			50,000		
OTHER BUDGET BALANCE:			89,708	218,054	300,250
UNOBLIGATED FUND BALANCE JUN 30:			139,708	218,054	300,250

[illegible]



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF BUDGET AND PLANNING
FUND FINANCIAL SUMMARY - FORM 9

FUND NAME	NUMBER	DEPARTMENT NAME	UNIT		
Secretary of State Wolfner	0928	Secretary of State	Wolfner Library		
			FY97	FY98	FY99
RESOURCES (Part I)			PRIOR YEAR	CURRENT YEAR PLANNED	BUDGET YEAR REQUEST
UNOBLIGATED FUND BALANCE JULY 1:			532,885	540,945	506,190
RECEIPT SOURCES (CASH BASIS: JULY 1 - JUNE30):					
Interest on trust funds deposited with Boatman's Bank, St. Louis, Missouri. Revenues estimated at \$9,407 per year based on historical data.			8,060	9,407	9,407
Interest to be credited to fund by State Treasurer's office effective in Fiscal Year 1998. Based on historical effective rate of return.			0	30,838	28,830
TOTAL RESOURCES AVAILABLE:			540,945	581,190	544,427
OBLIGATIONS (Part II)					
OPERATING APPROPRIATIONS:			75,000	75,000	35,000
CAPITAL IMPROVEMENT APPROPRIATIONS:					
TRANSFERS: OASDHI:					
STATE RETIREMENT AND INSURANCE:					
LAPSE TO GENERAL REVENUE:					
OTHER:					
TOTAL OBLIGATIONS:			75,000	75,000	35,000
FUND BALANCE CALCULATION (Part III)					
UNEXPENDED APPROPRIATIONS (PREVIOUS YEAR'S LAPSE) NOT REAPPROPRIATED:			75,000		
OTHER BUDGET BALANCE:			465,945	506,190	509,427
UNOBLIGATED FUND BALANCE JUN 30:			540,945	506,190	509,427

FUND NAME Secretary of State Institutional Gift Trust	NUMBER 0929	DEPARTMENT NAME Secretary of State	UNIT Securities Division		
			FY97	FY98	FY99
RESOURCES (Part I)			PRIOR YEAR	CURRENT YEAR PLANNED	BUDGET YEAR REQUEST
UNOBLIGATED FUND BALANCE JULY 1:			1,048,325	985,443	807,845
RECEIPTS SOURCES (CASH BASIS: JULY 1 - JUNE 30): Monies paid by securities organizations as a result of consent from			55,081	58,110	61,306
securities investigations cases and the interest accrued on those funds.					
(Assume 5.5%)					
TOTAL RESOURCES AVAILABLE:			1,103,406	1,043,553	869,151
OBLIGATIONS (Part II)					
OPERATING APPROPRIATIONS:			142,260	208,573	208,573
CAPITAL IMPROVEMENT APPROPRIATIONS:					
TRANSFERS: OASDHI:			1,651		
STATE RETIREMENT AND INSURANCE: Fringe for FY98 and FY99 = 28.53%			4,464	27,135	27,135
LAPSE TO GENERAL REVENUE:					
OTHER:					
TOTAL OBLIGATIONS:			148,375	235,708	235,708
FUND BALANCE CALCULATION (Part III)					
UNEXPENDED APPROPRIATIONS (PREVIOUS YEAR'S LAPSE) NOT REAPPROPRIATED: FY97 Expenditure = \$111,848			30,412		
OTHER BUDGET BALANCE:			955,031	807,845	633,443
UNOBLIGATED FUND BALANCE JUN 30:			985,443	807,845	633,443

SECRETARY OF STATE

ORGANIZATIONAL SUMMARY
FORM 4A

GOVERNOR
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	ORG NO. 23140	ORG NO. 23145	ORG NO. 23149	ORG NO. 23151	TOTAL
PERSONAL SERVICES							
GENERAL REVENUE	4,928,101	5,646,616	1,101,777		169,776		
FEDERAL FUNDS	233,907	511,185	<1,112,555 >		<171,723 >		
TECHNOLOGY TRUS	40,794	67,344	70,038				
LOCAL RECORDS	600,215	722,332	<70,831 >				
SEC ST INSTIT	22,224	95,109					
TOTAL	5,825,241	7,042,586	1,171,815 <1,183,386 >		169,776 <171,723 >		
EXPENSE AND EQUIPMENT							
GENERAL REVENUE	2,418,242	3,286,675	817,998		63,217		
FEDERAL FUNDS	220,744	177,574	<817,998 >		<63,217 >		
TECHNOLOGY TRUS	2,388,609	2,932,656	2,932,656				
LOCAL RECORDS	287,113	214,163	<2,932,656 >				
ST DOC PRESERVA		27,515					
SEC ST-WOLFNER		75,000					
SEC ST INSTIT	74,896	113,464					
TOTAL	5,389,604	6,827,047	3,750,654 <3,750,654 >		63,217 <63,217 >		
PROGRAM SPECIFIC DIST							
GENERAL REVENUE	6,799,307	7,730,343		5,400,000		100,000	
FEDERAL FUNDS	1,232,029	1,500,000		<5,400,000 >		<100,000 >	

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ORGANIZATIONAL SUMMARY
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	ORG NO. 23140	ORG NO. 23145	ORG NO. 23149	ORG NO. 23151	TOTAL
LOCAL RECORDS	442,964	400,000					
LIBRARY NETWORK		1					
INVESTOR EDUC		50,000					
TOTAL	8,474,300	9,680,344		5,400,000 <5,400,000 >		100,000 <100,000 >	
GRAND TOTAL	19,689,145	23,549,977	4,922,469 <4,934,040 >	5,400,000 <5,400,000 >	232,993 <234,940 >	100,000 <100,000 >	
=====							
SOURCE OF FUNDS SUMMARY							
GENERAL REVENUE	14,145,650	16,663,634	1,919,775 <1,930,553 >	5,400,000 <5,400,000 >	232,993 <234,940 >	100,000 <100,000 >	
FEDERAL FUNDS	1,686,680	2,188,759					
TECHNOLOGY TRUS	2,429,403	3,000,000	3,002,694 <3,003,487 >				
LOCAL RECORDS	1,330,292	1,336,495					
LIBRARY NETWORK		1					
INVESTOR EDUC		50,000					
ST DOC PRESERVA		27,515					
SEC ST-WOLFNER		75,000					
SEC ST INSTIT	97,120	208,573					
NO. EMPLOYEE FTES	238.70	274.90	33.50 <33.50>		5.25 <5.25>		

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	ORG NO. 23155	ORG NO. 23160	ORG NO. 23165	ORG NO. 23175	TOTAL
PERSONAL SERVICES							
GENERAL REVENUE			957,635		1,450,861	716,966	
			<969,319 >		<1,468,883 >	<725,150 >	
TECHNOLOGY TRUS							
LOCAL RECORDS			751,225				
			<760,022 >				
TOTAL			1,708,860		1,450,861	716,966	
			<1,729,341 >		<1,468,883 >	<725,150 >	
EXPENSE AND EQUIPMENT							
GENERAL REVENUE			522,015		337,124	400,590	
			<522,015 >		<337,124 >	<400,590 >	
TECHNOLOGY TRUS							
LOCAL RECORDS			227,347				
			<227,347 >				
ST DOC PRESERVA			27,515				
			<27,515 >				
TOTAL			776,877		337,124	400,590	
			<776,877 >		<337,124 >	<400,590 >	
PROGRAM SPECIFIC DIST							
TECHNOLOGY TRUS							
LOCAL RECORDS				400,000			
				<400,000 >			
TOTAL				400,000			
				<400,000 >			
GRAND TOTAL			2,485,737	400,000	1,787,985	1,117,556	
			<2,506,218 >	<400,000 >	<1,806,007 >	<1,125,740 >	
	=====	=====	=====	=====	=====	=====	=====

SOURCE OF FUNDS SUMMARY

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	ORG NO. 23155	ORG NO. 23160	ORG NO. 23165	ORG NO. 23175	TOTAL
GENERAL REVENUE			1,479,650		1,787,985	1,117,556	
			<1,491,334 >		<1,806,007 >	<1,125,740 >	
LOCAL RECORDS			978,572	400,000			
			<987,369 >	<400,000 >			
ST DOC PRESERVA			27,515				
			<27,515 >				
NO. EMPLOYEE FTES			67.50		67.85	21.50	
			<67.50>		<67.85>	<21.50>	

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	ORG NO. 23178	ORG NO. 23418	ORG NO. 23515	ORG NO. 23520	TOTAL
PERSONAL SERVICES							
GENERAL REVENUE			590,255 <596,653 >	647,307 <654,785 >			
FEDERAL FUNDS				464,409 <469,768 >			
SEC ST INSTIT			98,914 <100,075 >				
TOTAL			689,169 <696,728 >	1,111,716 <1,124,553 >			
EXPENSE AND EQUIPMENT							
GENERAL REVENUE			64,199 <64,199 >	444,681 <444,681 >			
FEDERAL FUNDS				133,574 <133,574 >			
SEC ST INSTIT			113,464 <113,464 >				
TOTAL			177,663 <177,663 >	578,255 <578,255 >			
PROGRAM SPECIFIC DIST							
GENERAL REVENUE					2,573,341 <2,573,341 >	2,575,000 <2,575,000 >	
INVESTOR EDUC			50,000 <50,000 >				
TOTAL			50,000 <50,000 >		2,573,341 <2,573,341 >	2,575,000 <2,575,000 >	
GRAND TOTAL			916,832 <924,391 >	1,689,971 <1,702,808 >	2,573,341 <2,573,341 >	2,575,000 <2,575,000 >	
SOURCE OF FUNDS SUMMARY							
GENERAL REVENUE			654,454 <660,852 >	1,091,988 <1,099,466 >	2,573,341 <2,573,341 >	2,575,000 <2,575,000 >	

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	ORG NO. 23178	ORG NO. 23418	ORG NO. 23515	ORG NO. 23520	TOTAL
FEDERAL FUNDS				597,983			
INVESTOR EDUC			50,000	<603,342 >			
SEC ST INSTIT			<50,000 >				
			212,378				
			<213,539 >				
NO. EMPLOYEE FTES			22.00	35.80			
			<22.00>	<35.80>			

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	ORG NO. 23713	ORG NO. 23722	ORG NO. 23727	ORG NO. 23732	TOTAL
PERSONAL SERVICES						446,271	6,080,848
GENERAL REVENUE						<451,672 >	<6,150,740 >
FEDERAL FUNDS						67,224	531,633
TECHNOLOGY TRUS						<68,140 >	<537,908 >
LOCAL RECORDS							70,038
SEC ST INSTIT							<70,831 >
							751,225
							<760,022 >
							98,914
							<100,075 >
TOTAL						513,495	7,532,658
						<519,812 >	<7,619,576 >
EXPENSE AND EQUIPMENT						93,172	2,742,996
GENERAL REVENUE						<93,172 >	<2,742,996 >
FEDERAL FUNDS						44,000	177,574
TECHNOLOGY TRUS						<44,000 >	<177,574 >
LOCAL RECORDS							2,932,656
ST DOC PRESERVA							<2,932,656 >
SEC ST-WOLFNER							227,347
SEC ST INSTIT							<227,347 >
							27,515
							<27,515 >
						110,000	110,000
						<110,000 >	<110,000 >
							113,464
							<113,464 >
TOTAL						247,172	6,331,552
						<247,172 >	<6,331,552 >
PROGRAM SPECIFIC DIST							
GENERAL REVENUE			69,450				10,717,791
			<69,450 >				<10,717,791 >
FEDERAL FUNDS				1,500,000			1,500,000
				<1,500,000 >			<1,500,000 >

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	ORG NO. 23713	ORG NO. 23722	ORG NO. 23727	ORG NO. 23732	TOTAL
LOCAL RECORDS							400,000 <400,000 >
LIBRARY NETWORK					1 <1 >		1 <1 >
INVESTOR EDUC							50,000 <50,000 >
TOTAL			69,450 <69,450 >	1,500,000 <1,500,000 >	1 <1 >		12,667,792 <12,667,792 >
GRAND TOTAL			69,450 <69,450 >	1,500,000 <1,500,000 >	1 <1 >	760,667 <766,984 >	26,532,002 <26,618,920 >
=====							
SOURCE OF FUNDS SUMMARY							
GENERAL REVENUE			69,450 <69,450 >			539,443 <544,844 >	19,541,635 <19,611,527 >
FEDERAL FUNDS				1,500,000 <1,500,000 >		111,224 <112,140 >	2,209,207 <2,215,482 >
TECHNOLOGY TRUS							3,002,694 <3,003,487 >
LOCAL RECORDS							1,378,572 <1,387,369 >
LIBRARY NETWORK					1 <1 >		1 <1 >
INVESTOR EDUC							50,000 <50,000 >
ST DOC PRESERVA							27,515 <27,515 >
SEC ST-WOLFNER						110,000 <110,000 >	110,000 <110,000 >
SEC ST INSTIT							212,378 <213,539 >
NO. EMPLOYEE FTES						23.00 <23.00>	276.40 <276.40>

ADMINISTRATIVE
SERVICES

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: Administrative Services

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$2,286,906		33.50	
FY 1998 One-Time Expenditures				
Blue Book	(\$600,000)		0.00	
Postage Metering Machine	(\$22,243)		0.00	
IT FTE One-Times	(\$27,450)		0.00	
Total One-Times		(\$649,693)		\$0
Approps - Vetoes- One- Times		<u>\$1,637,213</u>		<u>33.50</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	(\$21,564)		0.00	
Total Transfers Out	(\$21,564)		0.00	
Net Core Transfers		(\$21,564)		0.00
Agency Core Reductions	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$1,615,649</u></u>		<u><u>33.50</u></u>

LEVEL 1 SECRETARY OF STATE
 LEVEL 2 OFFICE OF SECRETARY OF STATE
 LEVEL 3 ADMINISTRATIVE SERVICES 23140
 LEVEL 4
 LEVEL 5
 LEVEL 6

DECISION ITEM FINANCIAL SUMMARY
 FORM 4

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 ADMIN CORE	2 / 16 ADMIN WITHIN GRADE	3 / 16 ADMIN COMMUN INCREASE	4 / 16 ADMIN QUICK PRINT	TOTAL
PERSONAL SERVICES							
GENERAL REVENUE	603,281	888,770	888,770	35,551			
			<899,548 >	<35,551 >			
TECHNOLOGY TRUS	40,794	67,344	67,344	2,694			
			<68,137 >	<2,694 >			
TOTAL	644,075	956,114	956,114	38,245			
			<967,685 >	<38,245 >			
EXPENSE AND EQUIPMENT							
GENERAL REVENUE	510,576	1,376,572	726,879		40,000	36,740	
			<726,879 >		<40,000 >	<36,740 >	
TECHNOLOGY TRUS	2,388,609	2,932,656	2,932,656				
			<2,932,656 >				
TOTAL	2,899,185	4,309,228	3,659,535		40,000	36,740	
			<3,659,535 >		<40,000 >	<36,740 >	
GRAND TOTAL	3,543,260	5,265,342	4,615,649	38,245	40,000	36,740	
			<4,627,220 >	<38,245 >	<40,000 >	<36,740 >	
SOURCE OF FUNDS SUMMARY							
GENERAL REVENUE	1,113,857	2,265,342	1,615,649	35,551	40,000	36,740	
			<1,626,427 >	<35,551 >	<40,000 >	<36,740 >	
TECHNOLOGY TRUS	2,429,403	3,000,000	3,000,000	2,694			
			<3,000,793 >	<2,694 >			
NO. EMPLOYEE FTES	25.05	33.50	33.50				
			<33.50>				

LEVEL 1 SECRETARY OF STATE
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DECISION ITEM FINANCIAL SUMMARY
 FORM 4

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	6 / 16 ADMIN PUB EXPENSE	7 / 16 ADMIN - UCP IMPLEMENT	TOTAL
PERSONAL SERVICES					
GENERAL REVENUE				177,456	1,101,777
				<177,456 >	<1,112,555 >
TECHNOLOGY TRUS					70,038
					<70,831 >
TOTAL				177,456	1,171,815
				<177,456 >	<1,183,386 >
EXPENSE AND EQUIPMENT					
GENERAL REVENUE			14,379		817,998
			<14,379 >		<817,998 >
TECHNOLOGY TRUS					2,932,656
					<2,932,656 >
TOTAL			14,379		3,750,654
			<14,379 >		<3,750,654 >
PROGRAM SPECIFIC DIST					
GENERAL REVENUE					
TOTAL					
GRAND TOTAL			14,379	177,456	4,922,469
			<14,379 >	<177,456 >	<4,934,040 >
SOURCE OF FUNDS SUMMARY					
GENERAL REVENUE			14,379	177,456	1,919,775
			<14,379 >	<177,456 >	<1,930,553 >
TECHNOLOGY TRUS					3,002,694
					<3,003,487 >
NO. EMPLOYEE FTES					33.50
					<33.50>

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 001
 DECISION ITEM NO. 001 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE	888,770	888,770	899,548
TECHNOLOGY TRUS	67,344	67,344	68,137
TOTAL PERSONAL SERVICE	956,114	956,114	967,685
EXPENSE & EQUIPMENT			
GENERAL REVENUE	1,376,572	726,879	726,879
TECHNOLOGY TRUS	2,932,656	2,932,656	2,932,656
TOTAL EXPENSE & EQUIP	4,309,228	3,659,535	3,659,535
TOTAL DECISION ITEM	5,265,342	4,615,649	4,627,220
NO. EMPLOYEE FTE	33.50	33.50	33.50

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE ADMINISTRATIVE SERVICES 23140	DECISION ITEM NAME: CORE REQUEST
DECISION ITEM ABSTRACT: CORE REQUEST Expense & Equipment 0101 General Revenue \$726,879 0266 Technology Trust Fund \$2,932,656 Personnel Service 0101 General Revenue \$888,770 31.50 FTE 0266 Technology Trust Fund \$67,344 2.00 FTE	STRATEGIC ISSUE: Provide quality customer service, enhance information access, provide leadership and expertise in business and information systems, effectively utilize information technology, and manage and develop human resources.
	DEPARTMENT GOAL: Maintain and improve current service to all public and private customers.
	STRATEGIC PLAN REFERENCE PAGE: 9, 10, 14, 15, 18

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

This core request represents resources for the continued operation of Department programs, which include:

- The publication of all government publications assigned to the Office of the Secretary of State. This includes editing, typesetting, layout and indexing, printing, graphic arts, and circulation of such publications as *The Official Manual*, *The Session Laws*, and *The General Assembly Roster*. Priority outcomes for FY99 include:
 - Timely and accurate publication and distribution of government publications
 - Developing more effective and efficient methods of publication
- Management of fiscal and human resources. This includes providing support for budgeting, purchasing, accounts payable, personnel administration, payroll, research, inventory and accountability of government property, and mailroom activities. Priority outcomes for FY99 include:
 - Establishing and maintaining the best mix of skill sets to support operations in the office
 - Upgrading automation of the personnel system
 - Automation of the inventory accountability system
- Support for information systems. This includes data processing, maintenance of EDP equipment, and planning for information technology implementation. Priority outcomes for FY99 include:
 - Continued implementation of the Information Strategic Plan
 - Management of EDP equipment inventory

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
N/A				

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished? The Administrative Services Department has developed multiple goals and objectives in support of the identified strategic issues. The Office of the Secretary of State draft strategic plan provides additional information on those strategic issues. Selected high priority objectives include: Provide quality customer service: • Provide effective personnel and fiscal services that allow operational divisions to accomplish their duties • Provide information technology support to the entire office of the Secretary of State Effectively utilize information technology: • Continue implementation of the information strategic plan. • Upgrade the automation of the personnel system by June 30, 1999

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Pieces of mail handled by mailroom	824,000 est.	848,700	874,000	900,200
Personnel transactions processed	4,600 est.	4,750	4,900	5,050
Purchase transactions processed	6,200 est.	6,400	6,600	6,800

5. **COST EXPLANATION** – Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Core budget request. One-time costs in FY 98 have been deducted from the core as follows:

\$600,000	General Revenue for printing State Manual
22,243	General Revenue for purchase of postage machine
<u>27,450</u>	General Revenue for new FTE positions
\$649,693	

The following core transfer is related to an overcharge to Business Services for Electronic Data Processing:

(\$21,564) Expense and Equipment transfer to Business Services

CORE REQUEST

Expense & Equipment

0101	General Revenue	\$726,879
0266	Technology Trust Fund	\$2,932,656

Personnel Service

0101	General Revenue	\$888,770	31.50 FTE
0266	Technology Trust Fund	\$67,344	2.00 FTE

Total by Fund

0101	General Revenue	\$1,615,649
0266	Technology Trust Fund	\$3,000,000

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PERSONAL SERVICES
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DECISION ITEM RANK 001
 DECISION ITEM NO. 001 NAME: CORE REQUEST

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PARS CLASSIFICATION	PRIOR YEAR		CURRENT YEAR		BUDGET YEAR		GOVERNOR	
	ACTUAL FTE	EXPENDITURE AMOUNT	FUNDED FTE	POSITIONS AMOUNT	REQUEST FTE	AMOUNT	RECOMMENDS FTE	AMOUNT
TOTAL DECISION	23.89	603,281	31.50	888,770	31.50	888,770	31.50	899,548
GEN REV FUND	1.16	40,794	2.00	67,344	2.00	67,344	2.00	68,137
TECHNOLOGY TRUS								
GRAND TOTAL	25.05	644,075	33.50	956,114	33.50	956,114	33.50	967,685

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EXPENSE AND EQUIPMENT
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DECISION ITEM RANK 001
 DECISION ITEM NO. 001 NAME: CORE REQUEST

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
MISCELLANEOUS PROGRAMS	13,144			
TOTAL EQUIPMENT	13,144			
TRAVEL AND VEHICLE EXPENSE	46,556	9,000	9,000	9,000
OFFICE EXPENSE	212,732	869,650	255,000	255,000
OFFICE & COMM EQUIP PURCHASE	4,825	22,243		
COMMUNICATIONS EXPENSE	253,244	144,500	144,500	144,500
INST AND PHYS PLANT EXPENSE	196			
INST & PHYS PLANT EQUIP PURCH		6,500	6,500	6,500
DATA PROC EXPENSE & EQUIPMENT	2,355,006	3,231,835	3,219,035	3,219,035
PROFESSIONAL SERVICES	12,253	17,500	17,500	17,500
OTHER EXPENSES	1,229	8,000	8,000	8,000
TOTAL EQUIPMENT	2,886,041	4,309,228	3,659,535	3,659,535
SOURCE OF FUND SUMMARY				
GEN REV FUND	510,576	1,376,572	726,879	726,879
TECHNOLOGY TRUS	2,388,609	2,932,656	2,932,656	2,932,656
GRAND TOTAL	2,899,185	4,309,228	3,659,535	3,659,535

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 002
DECISION ITEM NO. 031 NAME: WITHIN GRADE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE		35,551	35,551
TECHNOLOGY TRUS		2,694	2,694
TOTAL PERSONAL SERVICE		38,245	38,245
TOTAL DECISION ITEM		38,245	38,245

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 002 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE ADMINISTRATIVE SERVICES 23140 DECISION ITEM ABSTRACT: WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$35,550 31.50 FTE 0266 Information Technology Fund \$2,694 2.00 FTE \$38,245 33.50 FTE	DECISION ITEM NAME: WITHIN GRADE	
	STRATEGIC ISSUE: Reward quality performance and professionalism and maintain a competitive compensation program.	
	DEPARTMENT GOAL: Human resource management and development.	
	STRATEGIC PLAN REFERENCE PAGE 18	

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Office of the Secretary of State employs the services of over 250 individuals in order to perform its statutory obligations to provide services to the citizens of the state of Missouri. To attract and retain quality personnel with the required skills, this office must offer compensation comparable to private employment and which keeps pace with inflationary living costs. Therefore, a 4% within grade increase is requested for all employees. This will allow the office to maintain the high level of service expected from the Office of the Secretary of State.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Personnel of the Office of the Secretary of State will: - Have appropriate skills - Improve and expand public services - Continue in state government service				

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide a 4% within grade salary increase for all employees beginning on July 1, 1998.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Current level of services will be maintained.				

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

The within grade request was determined by taking the FY 1998 personal service core and increasing it be 4%.

WITHIN GRADE REQUEST

Personnel Service		
0101 General Revenue	\$35,551	31.50 FTE
0266 Institutional Invest Trust Fund	<u>\$2,694</u>	2.00 FTE
	\$38,245	33.50 FTE

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DECISION ITEM RANK 002
DECISION ITEM NO. 031 NAME: WITHIN GRADE

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE		CURRENT YEAR FUNDED POSITIONS		BUDGET YEAR REQUEST		GOVERNOR RECOMMENDS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
INFORMATION TECHNOLOGY DIRECTO					1.00	2,263	1.00	2,263
PUBLICATIONS DIRECTOR					1.00	1,778	1.00	1,778
ADMINISTRATIVE SECRETARY					1.00	765	1.00	765
SUPPLY CLERK					1.00	807	1.00	807
ASSISTANT EDITOR					1.00	976	1.00	976
CLERK TYPIST II					1.00	732	1.00	732
COMPUTER INFO SPECIALIST II					4.00	4,737	4.00	4,737
COMPUTER INFO SPECILIST III					2.00	2,697	2.00	2,697
DATA PROCESSING SPEC III					1.00	1,552	1.00	1,552
PART-TIME OTHER					.50	537	.50	537
HUMAN RESOURCES OFFICER					1.00	1,158	1.00	1,158
FISCAL OFFICER					1.00	1,533	1.00	1,533
ACCOUNT CLERK II					1.00	946	1.00	946
DIRECTOR OF ADMIN SERVICES					1.00	1,701	1.00	1,701
RECEPTIONIST					1.00	786	1.00	786
CLERK II					2.00	1,715	2.00	1,715
LABOR SUPERVISOR					1.00	971	1.00	971
COMPOSING EQUIPMENT OPERATOR I					6.00	4,641	6.00	4,641
COMPUTER INFO SPECIALIST IV					1.00	1,317	1.00	1,317
BUDGET & PLANNING SR ANAL					1.00	1,398	1.00	1,398
COMPUTER INFO SPECIALIST I					1.00	1,130	1.00	1,130
INFO TECH CONSULTANT					2.00	3,123	2.00	3,123
MAILROOM SUPERVISOR					1.00	982	1.00	982
FUND SUBTOTAL								
GEN REV FUND					31.50	35,551	31.50	35,551
TECHNOLOGY TRUS					2.00	2,694	2.00	2,694
FORM 6 SUBTOTAL					33.50	38,245	33.50	38,245
TOTAL DECISION								
GEN REV FUND					31.50	35,551	31.50	35,551
TECHNOLOGY TRUS					2.00	2,694	2.00	2,694
GRAND TOTAL					33.50	38,245	33.50	38,245

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DECISION ITEM RANK 003
DECISION ITEM NO. 039 NAME: COMMUNICATION INCREASE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT GENERAL REVENUE		40,000	40,000
TOTAL EXPENSE & EQUIP		40,000	40,000
TOTAL DECISION ITEM		40,000	40,000

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 003 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE ADMINISTRATIVE SERVICES 23140 DECISION ITEM ABSTRACT: Based on postage increase of 9% and telecommunications increase of 18% in January 1998, funding requested to maintain current core services. REQUEST Expense and Equipment 0101 General Revenue \$38,996 0.00 FTE 0195 Federal Funds 1,004 0.00 FTE \$40,000	DECISION ITEM NAME: COMMUNICATIONS INCREASE
	STRATEGIC ISSUE: Maintain same level of expenditure for postage and telecommunications being supported by our core budget.
	DEPARTMENT GOAL: Funding to increase core budget due to increase in postage and telecommunications expenses.
	STRATEGIC PLAN REFERENCE PAGE: 9

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

In January 1998, an increase in communication expenses will impact the core budget, 9% for postage and 18% for FCC charges. The Secretary of State will not be able to maintain core services without funding to cover these new charges. An additional funding increase to cover these charges will enable us to maintain our current services.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
N/A				

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Objective:

- Recuperate additional charges based on actual expenditures from FY 97 postage and FY 98 telecommunications.

Strategy:

- With additional funds, the agency will be able to continue mailings at the same volume and will also be able to pay the additional FCC charge.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
FCC charges				
Administrative Services	\$ 0	\$3496.50	\$3780.00	\$3780.00
Elections	0	233.10	252.00	252.00
Archives	0	1,565.10	1,692.00	1,692.00
Business Services	0	1,798.20	1,944.00	1,944.00
Staff Services	0	1,332.00	1,440.00	1,440.00
Securities	0	865.80	936.00	936.00
State Library	0	1,498.50	1,624.00	1,624.00
State Library Federal	0	699.30	756.00	756.00
Wolfner Library	0	532.80	576.00	576.00
Postage charges				
Administrative Services	\$184,925	\$193,593	\$202,262	\$202,262
Elections	85	89	93	93
Archives	4,826	5,052	5,278	5,278
Business Services	55,600	58,206	60,813	60,813
Staff Services	4,920	5,151	5,381	5,381
Securities	524	549	573	573
State Library	24,129	25,260	26,391	26,391
State Library Federal	10,707	11,209	11,711	11,711
Wolfner Library	2,283	4,780	2,497	2,497

5. COST EXPLANATION - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.			
Funding to increase general core budget in order to maintain our current service.			
Departments	FCC	Postage	Total
Administrative Service	\$3,780	\$17,337	\$21,117
Elections	252	8	260
Archives	1,692	452	2,144
Business Services	1,944	5,213	7,157
Staff Services	1,440	461	1,901
Securities	936	49	985
State Library	1,624	2,262	3,886
State Library Federal	756	1,004	1,760
Wolfner	576	214	790
Total	\$13,000	\$27,000	\$40,000
REQUEST			
Expense & Equipment			
0101 General Revenue	\$38,996		
0195 Federal Funds	\$ 1,004		
	\$40,000	0.00 FTE	

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DECISION ITEM RANK 003
 DECISION ITEM NO. 039 NAME: COMMUNICATION INCREASE

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
COMMUNICATIONS EXPENSE	-----	-----	40,000	40,000
TOTAL EQUIPMENT			40,000	40,000
SOURCE OF FUND SUMMARY				
GEN REV FUND			40,000	40,000
GRAND TOTAL	=====	=====	40,000	40,000
	=====	=====	=====	=====

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DECISION ITEM RANK 004
DECISION ITEM NO. 041 NAME: QUICK PRINT

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT			
GENERAL REVENUE		36,740	36,740
TOTAL EXPENSE & EQUIP		36,740	36,740
TOTAL DECISION ITEM		36,740	36,740

6. PERFORMANCE MEASURE:

3. **OBJECTIVES** – Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Objective:

- Gain the necessary funding required to replace the use of the inhouse printing facility.

Strategy:

- If money is appropriated, the funds will be distributed to each department based on their use of the Quick Print in FY 97.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Quick Print Utilization:				
Administrative Services	\$3,080	\$3,172	\$3,172	\$3,172
Elections	8,875	9,141	9,141	9,141
State Archives	5,515	5,680	5,680	5,680
Staff Services	4,934	5,082	5,082	5,082
Business Services	11,520	11,865	11,865	11,865
Securities	1,746	1,800	1,800	1,800
	\$35,670	\$36,740	\$36,740	\$36,740

5. **COST EXPLANATION** – Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

The request for funding will be ongoing. Total funding will be distributed as follows:

Administrative Services	\$3,172
Elections	9,141
State Archives	5,680
Staff Services	5,082
Business Services	11,865
Securities	<u>1,800</u>
	\$36,740

REQUEST

Expense & Equipment	
0101 General Revenue	\$36,740 0.00 FTE

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DECISION ITEM RANK 004
 DECISION ITEM NO. 041 NAME: QUICK PRINT

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
OFFICE EXPENSE	-----	-----	36,740	36,740
TOTAL EQUIPMENT			36,740	36,740
SOURCE OF FUND SUMMARY				
GEN REV FUND			36,740	36,740
GRAND TOTAL	=====	=====	36,740	36,740
	=====	=====	=====	=====

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DECISION ITEM RANK 006
DECISION ITEM NO. 040 NAME: PUBLICATION EXPENSE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT GENERAL REVENUE		14,379	14,379
TOTAL EXPENSE & EQUIP		14,379	14,379
TOTAL DECISION ITEM		14,379	14,379

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 006 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE ADMINISTRATIVE SERVICES 23140	DECISION ITEM NAME: PUBLICATION EXPENSE
	STRATEGIC ISSUE: Maintain core publications of handbook, education packets, Missouri Register, etc. at the same quality.
	DEPARTMENT GOAL: Receive increased funding to support annual costs of publication production.
	STRATEGIC PLAN REFERENCE PAGE: 9
DECISION ITEM ABSTRACT: Additional funds for publications. This request is ongoing. REQUEST Expense & Equipment 0101 General Revenue \$14,379 0.00 FTE	

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Office of the Secretary of State (SOS) needs additional funding to maintain the reproduction of annual publications required to serve governmental and constituent customers. Demand for our publications has increased dramatically. In addition, higher costs for paper, as well as printing costs, are increasingly difficult to absorb in our core budget. This request is necessary for us to maintain our current customer service requirements.

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
N/A				

3. **OBJECTIVES** – Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Objective:

- Continue to produce the same publications as in previous years at the same quality.

Strategy:

- With approval of the additional appropriation, we will be able to produce necessary quantities of the various quality publications available from the SOS.

4. OBJECTIVE MEASURES – Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Publication costs based on FY 97	\$475,621	\$490,000	\$490,000	\$500,000

5. COST EXPLANATION – Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.			
Additional funding for publications. This request is ongoing.			
REQUEST			
Expense & Equipment			
Administrative Services	\$4,190	(primarily educational school packets, new MO and US Constitutions)	
Elections	672	(primarily ballots, registration applications, posters)	
Archives	1,041	(primarily family history research booklet, guides to county and municipal records)	
Business Services	1,785	(primarily notary and corporations handbooks)	
Staff Services	6,589	(primarily Missouri Register, Code of State Regs. and Administrative Rules Manuals)	
Securities	<u>152</u>	(primarily investigation booklet, securities handbook, and investor education booklet)	
0101 General Revenue	\$14,379	0.00 FTE	

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DECISION ITEM RANK 006
 DECISION ITEM NO. 040 NAME: PUBLICATION EXPENSE

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
OFFICE EXPENSE	-----	-----	14,379	14,379
TOTAL EQUIPMENT	-----	-----	14,379	14,379
SOURCE OF FUND SUMMARY				
GEN REV FUND			14,379	14,379
GRAND TOTAL	=====	=====	14,379	14,379
	=====	=====	=====	=====

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DECISION ITEM RANK 007
 DECISION ITEM NO. 038 NAME: UCP IMPLEMENTATION

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE		177,456	177,456
TOTAL PERSONAL SERVICE		177,456	177,456
PROGRAM SPECIFIC DIST			
TOTAL PROGRAM SPECIFIC			
TOTAL DECISION ITEM		177,456	177,456

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 007 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE ADMINISTRATIVE SERVICES 23140 DECISION ITEM ABSTRACT: Secretary of State Uniform Classification Implementation REQUEST Personal Service 0101 General Revenue \$177,456 274.9 FTE	DECISION ITEM NAME: UCP IMPLEMENTATION
	STRATEGIC ISSUE: Job classification with ranges and pay equivalent to other state agencies.
	DEPARTMENT GOAL: Move positions to align with UCP standards and make adjustments necessary.
	STRATEGIC PLAN REFERENCE PAGE: 18

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

For the past 3 budget years, we have been addressing inequities in salaries at the Office of Secretary of State (SOS). We have reduced some salaries, increased some, and withheld within grade and cost-of-living increases, using the UCP as a guide for range and step. We have in this time been able to address our most extreme out-of-range and out-of-step positions, using current funding. Now, we are faced with dealing with the large numbers of positions that are faced with inequities to get the entire office "on a level playing field."

The SOS had not had a thorough review of positions in accordance with the statewide UCP being conducted. In an effort to conform to expectations being set by CoMAP, the agency, itself, conducted a review of every position, one by one. To do this appropriately, we obtained a book of all job descriptions used by OA, Division of Personnel and adjusted positions to match those being used for all other agencies as closely as possible. In this review, many positions just needed title changes; however, 73 of the 282 positions were at least 2 steps below budget and 62 of the 282 were 3 steps or greater below. The SOS also had some positions off the salary grid on the low and high ends according to their job classification. We are asking for this appropriation to bring those employees off the salary grid on the low end to within two steps of the budget range. We will continue to red-line those employees who are off the grid on the high end and adjust all positions to the appropriate range for their job.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Personnel of the SOS will: - Have job descriptions based on OA, Division of Personnel classifications. - Have salary ranges assigned with minimum and maximum.				

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished? Objective: - Reclassify and align positions actually as they should be using UCP guidelines. Strategy: - The review of all positions and plan for implementation has been completed. The next step is to obtain the appropriation necessary and then follow through with the adjustment outlined in the plan.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
The SOS will have implemented the UCP and have guidelines and standards set for all positions.				

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail. At the present time, we are asking for a lump-sum appropriation from General Revenue. Distribution by department and position will be provided to OA, Budget and Planning for core budget adjustments after the decision item is approved. REQUEST Personal Service 0101 General Revenue \$177,456 274.9 FTE
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DECISION ITEM RANK 007
 DECISION ITEM NO. 038 NAME: UCP IMPLEMENTATION

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE FTE AMOUNT	CURRENT YEAR FUNDED POSITIONS FTE AMOUNT	BUDGET YEAR REQUEST FTE AMOUNT	GOVERNOR RECOMMENDS FTE AMOUNT
UCP IMPLEMENTATION			177,456	177,456
FUND SUBTOTAL			177,456	177,456
GEN REV FUND			177,456	177,456
FORM 6 SUBTOTAL				
TOTAL DECISION			177,456	177,456
GEN REV FUND			177,456	177,456
GRAND TOTAL				

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: Refunds

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$5,400,000	E	0.00	
FY 1998 One-Time Expenditures				
	<u>\$0</u>		<u>0.00</u>	
Total One-Times		\$0		0.00
Approps - Vetoes- One- Times		<u>\$5,400,000</u>	E	<u>0.00</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$5,400,000</u></u>	E	<u><u>0.00</u></u>

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 REFUNDS CORE	TOTAL
PROGRAM SPECIFIC DIST				
GENERAL REVENUE	4,187,964	5,400,000	5,400,000 <5,400,000 >	5,400,000 <5,400,000 >
	-----	-----	-----	-----
TOTAL	4,187,964	5,400,000	5,400,000 <5,400,000 >	5,400,000 <5,400,000 >
GRAND TOTAL	4,187,964	5,400,000	5,400,000 <5,400,000 >	5,400,000 <5,400,000 >
	=====	=====	=====	=====
SOURCE OF FUNDS SUMMARY				
GENERAL REVENUE	4,187,964	5,400,000	5,400,000 <5,400,000 >	5,400,000 <5,400,000 >
NO. EMPLOYEE FTES				

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 001
DECISION ITEM NO. 019 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PROGRAM SPECIFIC DIST GENERAL REVENUE	5,400,000 E	5,400,000 E	5,400,000E
TOTAL PROGRAM SPECIFIC	5,400,000 E	5,400,000 E	5,400,000E
TOTAL DECISION ITEM	5,400,000 E	5,400,000 E	5,400,000E

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE REFUNDS 23145 DECISION ITEM ABSTRACT: CORE REQUEST Program Specific Distribution 0101 General Revenue \$5,400,000E 0.00 FTE	DECISION ITEM NAME:	CORE REQUEST
	STRATEGIC ISSUE:	Provide quality customer service by refunding money owed to tax and fee payers for overpayment of franchise taxes and statutory fee services and by processing and paying refunds in a timely manner.
	DEPARTMENT GOAL:	Receive an open-ended fund in order to make refunds to customers.
	STRATEGIC PLAN REFERENCE PAGE:	9

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem. The operating divisions of the Office of the Secretary of State collect revenues in the form of franchise taxes and fees paid for services. Refunds are reimbursements to tax and fee payers when an overpayment to the state has occurred. This appropriation is used for refunds occurring in all divisions within the office except special funds. Almost all of this appropriation will be for the refund of franchise tax overpayments. When corporations pay their franchise tax, many file for an extension because they do not have adequate information to determine the tax owed. They are required by statute to pay at least 90% of the tax owed or pay penalties and interest. Many corporations overestimate the amount due in order to avoid interest and penalties. When the correct amount is determined at a later date, the corporation may be owed a refund. Requests for services that have a statutory fee may be accompanied by a check for an incorrect amount. Rather than return the check and delay processing the request, this office will deposit the check and refund the excess fee collected. These refunds are a small amount of total refunds and provide faster and better service for customers of the Office of the Secretary of State. Because it is not possible to predict the number of overpayments in a given year, this request is for an estimated appropriation. This allows the timely payment of participating newspapers should there be more issues than anticipated.
--

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
All refunds paid in a timely manner.				

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
- Objectives: - Ensure that all refunds for overpayment of franchises taxes and user fees are processed and paid in a timely manner. - Strategies: - Maintain funding to pay refunds.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Refunds paid	\$4,187,964	\$5,400,000	\$5,400,000	\$5,400,000

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
Core budget request. There were no one-time costs in FY 1997. Due to the uncertainty of the number and dollar amounts of refunds in any given fiscal year, we request an open-ended appropriation. CORE REQUEST Program Specific Distribution 0101 General Revenue \$5,400,000E 0.00 FTE

ELECTIONS

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: Elections

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$226,463		5.25	
FY 1998 One-Time Expenditures				
	<u>\$0</u>		<u>0.00</u>	
Total One-Times		\$0		\$0
Approps - Vetoes- One- Times		<u>\$226,463</u>		<u>5.25</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$226,463</u></u>		<u><u>5.25</u></u>

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DECISION ITEM FINANCIAL SUMMARY
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 ELECTIONS CORE	2 / 16 ELECTIONS WITHIN GRADE	TOTAL
PERSONAL SERVICES GENERAL REVENUE	147,370	163,246	163,246 <165,193 >	6,530 <6,530 >	169,776 <171,723 >
TOTAL	147,370	163,246	163,246 <165,193 >	6,530 <6,530 >	169,776 <171,723 >
EXPENSE AND EQUIPMENT GENERAL REVENUE	43,089	63,217	63,217 <63,217 >		63,217 <63,217 >
TOTAL	43,089	63,217	63,217 <63,217 >		63,217 <63,217 >
GRAND TOTAL	190,459	226,463	226,463 <228,410 >	6,530 <6,530 >	232,993 <234,940 >
SOURCE OF FUNDS SUMMARY GENERAL REVENUE	190,459	226,463	226,463 <228,410 >	6,530 <6,530 >	232,993 <234,940 >
NO. EMPLOYEE FTES	4.37	5.25	5.25 <5.25>		5.25 <5.25>

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 001
 DECISION ITEM NO. 002 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY		CURRENT YEAR	BUDGET YEAR	GOVERNOR
BUDGET CLASS/FUND		EXPENDITURES	REQUEST	RECOMMENDS
PERSONAL SERVICE				
GENERAL REVENUE		163,246	163,246	165,193
TOTAL PERSONAL SERVICE		163,246	163,246	165,193
EXPENSE & EQUIPMENT				
GENERAL REVENUE		63,217	63,217	63,217
TOTAL EXPENSE & EQUIP		63,217	63,217	63,217
TOTAL DECISION ITEM		226,463	226,463	228,410
NO. EMPLOYEE FTE		5.25	5.25	5.25
6. PERFORMANCE MEASURE:				

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE ELECTIONS 23149	DECISION ITEM NAME: CORE REQUEST
DECISION ITEM ABSTRACT: CORE REQUEST Expense & Equipment 0101 General Revenue \$63,217 Personnel Service 0101 General Revenue \$163,246 5.25 FTE	STRATEGIC ISSUE: Provide quality customer service, enhance information access, effectively utilize information technology, provide enhanced opportunity to vote, and manage and develop human resources. DEPARTMENT GOAL: Maintain and improve current service to all public and private customers. STRATEGIC PLAN REFERENCE PAGE: 9, 10, 15, 17, 18

1. **OUTCOMES, EXPLANATION, AND RATIONALE** – What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Elections Department of the Office of the Secretary of State has identified several strategic issues and numerous goals that affect its core delivery of services. These include:

- A. Prepare for and hold fair and orderly elections
 - Plan for elections and state wide ballot issues including special elections and issues submitted to the people through initiatives, resolutions and referendums
 - Report, count and certify election results
 - Plan and prepare for 1998 elections (that will occur in FY99)
 - Review administrative rules to assess applicability for current election climate
- B. Provide quality customer service
 - Deliver responsive and timely service to meet increasing demand for answers to elections related questions from local election authorities, elected officials and the public
 - Maintain statutory compliance in providing services to the state and to local governments
- C. Enhance information access
 - Maintain statewide voter registration database
 - Process stored documents to make them accessible to the public when requested through this or other offices
- D. Provide enhanced opportunity to vote
 - Continue to work with counties and state and federal agencies to implement the requirements of the National Voter Registration Act
 - Work to increase voter registration through public speaking engagements and public service announcements
 - Evaluate existing election laws and suggest any changes that could increase voter participation while maintaining election integrity
- E. Educate the public, government officials and local election authorities about the elections process
 - Publish various election materials
 - Participate in election conferences, speaking on issues of general applicability
 - Plan and participate in the 1999 conference for the National Association of State Election Directors scheduled to take place in St. Louis

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Eligible voters registered	309,000	200,000	300,000	200,000
Registered voters voting in November 1996 General Election Second highest voter turnout in history of state.	2,157,469			

3. OBJECTIVES – Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
The Elections Department has developed goals and objectives in support of the identified strategic issues. The Office of the Secretary of State draft strategic plan provides additional information on those strategic issues. Selected high priority objectives include: Provide enhanced opportunity to vote. Encourage more citizens of Missouri to exercise their right to vote. Make voter registration and the voting process more accessible by maintaining a statewide voter registration system and developing simpler methods of voting.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Total voters registered	3,342,849	3,400,000	3,600,000	3,700,000

5. COST EXPLANATION - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
Core budget request. There were no one-time costs in FY98. CORE REQUEST Equipment & Expense 0101 General Revenue \$63,217 Personnel Service 0101 General Revenue \$163,246 Total by Fund \$226,463

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PERSONAL SERVICES
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DECISION ITEM RANK 001
 DECISION ITEM NO. 002 NAME: CORE REQUEST

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PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE		CURRENT YEAR FUNDED POSITIONS		BUDGET YEAR REQUEST		GOVERNOR RECOMMENDS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
DEP SEC OF STATE-ELECTIONS	1.01	53,022	1.00	55,512	1.00	55,512	1.00	55,512
ELECTIONS DIRECTOR	1.00	37,032	1.00	38,943	1.00	38,943	1.00	38,943
CLERK TYPIST II			1.00	17,198	1.00	17,198	1.00	17,198
COMPUTER INFO SPECIALIST II	.33	8,779						
PART-TIME SUMMER			.25	834	.25	834	.25	834
PART-TIME OTHER	.03	309						
PROJECT COORDINATOR	1.00	21,216	1.00	22,337	1.00	22,337	1.00	22,337
ADMINISTRATIVE AIDE III	1.00	27,012	1.00	28,422	1.00	28,422	1.00	28,422
FUND SUBTOTAL								
GEN REV FUND	4.37	147,370	5.25	163,246	5.25	163,246	5.25	163,246
FORM 6 SUBTOTAL	4.37	147,370	5.25	163,246	5.25	163,246	5.25	163,246
FLEXIBLE BENEF								
GEN REV FUND								315
COST OF LIVING								
GEN REV FUND								1,632
TOTAL DECISION								
GEN REV FUND	4.37	147,370	5.25	163,246	5.25	163,246	5.25	165,193
GRAND TOTAL	4.37	147,370	5.25	163,246	5.25	163,246	5.25	165,193

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EXPENSE AND EQUIPMENT
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DECISION ITEM RANK 001
 DECISION ITEM NO. 002 NAME: CORE REQUEST

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
TRAVEL AND VEHICLE EXPENSE	3,896	7,400	7,400	7,400
OFFICE EXPENSE	29,181	25,000	25,000	25,000
OFFICE AND COMM EQUIP PURCHASE	3,724	1,700	1,700	1,700
COMMUNICATIONS EXPENSE	277	2,000	2,000	2,000
DATA PROC EXPENSE & EQUIPMENT	888	12,973	12,973	12,973
PROFESSIONAL SERVICES	3,504	8,144	8,144	8,144
OTHER EXPENSES	1,619	6,000	6,000	6,000
TOTAL EQUIPMENT	43,089	63,217	63,217	63,217
SOURCE OF FUND SUMMARY				
GEN REV FUND	43,089	63,217	63,217	63,217
GRAND TOTAL	43,089	63,217	63,217	63,217

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 002
DECISION ITEM NO. 032 NAME: WITHIN GRADE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE		6,530	6,530
TOTAL PERSONAL SERVICE		6,530	6,530
TOTAL DECISION ITEM		6,530	6,530

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 002 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE ELECTIONS 23149 DECISION ITEM ABSTRACT: WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$6,530 5.25 FTE	DECISION ITEM NAME: WITHIN GRADE
	STRATEGIC ISSUE: Reward quality performance and professionalism and maintain a competitive compensation program.
	DEPARTMENT GOAL: Human resource management and development.
	STRATEGIC PLAN REFERENCE PAGE: 18

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Office of the Secretary of State employs the services of over 250 individuals in order to perform its statutory obligations to provide services to the citizens of the state of Missouri. To attract and retain quality personnel with the required skills, this office must offer compensation comparable to private employment and which keeps pace with inflationary living costs. Therefore, a 4% within grade increase is requested for all employees. This will allow the office to maintain the high level of service expected from the Office of the Secretary of State.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Personnel of the Office of the Secretary of State will: - Have appropriate skills - Improve and expand public services - Continue in state government service				

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide a 4% within grade salary increase for all employees beginning on July 1, 1998.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Current level of services will be maintained.				

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
The within grade request was determined by taking the FY 1998 personal service core and increasing it by 4%. WITHIN GRADE REQUEST Personal Service 0101 General Core \$6,530 5.25 FTE

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PERSONAL SERVICES
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DECISION ITEM RANK 002
 DECISION ITEM NO. 032 NAME: WITHIN GRADE

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PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE FTE AMOUNT	CURRENT YEAR FUNDED POSITIONS FTE AMOUNT	BUDGET YEAR REQUEST FTE AMOUNT	GOVERNOR RECOMMENDS FTE AMOUNT
DEP SEC OF STATE-ELECTIONS			1.00 2,225	1.00 2,225
ELECTIONS DIRECTOR			1.00 1,562	1.00 1,562
CLERK TYPIST II			1.00 692	1.00 692
PART-TIME SUMMER			.25 34	.25 34
PROJECT COORDINATOR			1.00 897	1.00 897
ADMINISTRATIVE AIDE III			1.00 1,120	1.00 1,120
FUND SUBTOTAL				
GEN REV FUND			5.25 6,530	5.25 6,530
FORM 6 SUBTOTAL			5.25 6,530	5.25 6,530
TOTAL DECISION				
GEN REV FUND			5.25 6,530	5.25 6,530
GRAND TOTAL			5.25 6,530	5.25 6,530

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: Election - Public Notice

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$100,000 E		0.00	
FY 1998 One-Time Expenditures				
	<u>\$0</u>		<u>0.00</u>	
Total One-Times		\$0		0.00
Approps - Vetoes- One- Times		<u>\$100,000 E</u>		<u>0.00</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$100,000 E</u></u>		<u><u>0.00</u></u>

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DECISION ITEM FINANCIAL SUMMARY
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 PUBLIC NOTICE CORE	TOTAL
EXPENSE AND EQUIPMENT GENERAL REVENUE				
TOTAL	-----	-----	-----	-----
PROGRAM SPECIFIC DIST GENERAL REVENUE	605,908	100,000	100,000 <100,000 >	100,000 <100,000 >
TOTAL	605,908	100,000	100,000 <100,000 >	100,000 <100,000 >
GRAND TOTAL	605,908	100,000	100,000 <100,000 >	100,000 <100,000 >
	=====	=====	=====	=====
SOURCE OF FUNDS SUMMARY GENERAL REVENUE	605,908	100,000	100,000 <100,000 >	100,000 <100,000 >

NO. EMPLOYEE FTES

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 001
 DECISION ITEM NO. 020 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT			
TOTAL EXPENSE & EQUIP			
PROGRAM SPECIFIC DIST			
GENERAL REVENUE	100,000 E	100,000 E	100,000 E
TOTAL PROGRAM SPECIFIC	100,000 E	100,000 E	100,000 E
TOTAL DECISION ITEM	100,000 E	100,000 E	100,000 E

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE ELECTIONS-PUBLIC NOTICE 23151 DECISION ITEM ABSTRACT: CORE REQUEST Program Specific Distribution 0101 General Revenue \$100,000E 0.00 FTE	DECISION ITEM NAME: CORE REQUEST
	STRATEGIC ISSUE: Provide enhanced opportunity to vote by publishing the complete text of all proposed ballot issues in local newspapers as required by state statute and by providing voters with the information to make informed voting choices.
	DEPARTMENT GOAL: Appropriation allowing the Office of Secretary of State to follow state statute requirements.
	STRATEGIC PLAN REFERENCE PAGE: 17

1. OUTCOMES, EXPLANATION, AND RATIONALE – What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
Publishing the complete text of all proposed ballot issues in local newspapers is a statutory requirement of the election process. All such ballot issues are published so that citizens are given the opportunity to read and understand the proposed changes prior to an election. This appropriation is used only for the publication costs associated with such ballot issues. Because it is not possible to predict the number of ballot issues that might be approved in a given year, this request is for an estimated appropriation. This allows for the timely payment of participating newspapers should there be more issues than anticipated. Expenses for elections publications are historically lower in even-numbered fiscal years, although special elections may also come up during these off years.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
All ballot issues are published in a timely manner.				

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
• Objectives: - Ensure that all ballot issues are published in a timely manner as required by state statute. • Strategies: - Provide "estimated" funding for payment of elections publication expenses.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Ballot issue expenditures	\$605,908	\$100,000	\$500,000	\$100,000

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
Core budget request. There were no one-time costs in FY 1998. This request is for an open-ended appropriation. CORE REQUEST Program Specific Distribution 0101 General Revenue \$100,000E 0.00 FTE

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: State Archives

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$1,455,108		67.50	
FY 1998 One-Time Expenditures				
Archives Archivist One-Times	(\$5,490)			
Used Forklift	(\$28,300)		0.00	
Densitometer	(\$3,000)		0.00	
Records Management-Records Center Shelving	(\$65,550)		0.00	
Total One-Times		(\$102,340)		\$0
Approps - Vetoes- One- Times		<u>\$1,352,768</u>		<u>67.50</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$1,352,768</u></u>		<u><u>67.50</u></u>

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DECISION ITEM FINANCIAL SUMMARY
 FORM 4

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 ARCHIVES CORE	2 / 16 ARCHIVES WITHIN GRADE	5 / 16 ARCHIVES SHELVING	9 / 16 ARCHIVES COPIER	TOTAL
PERSONAL SERVICES							
GENERAL REVENUE	802,635	920,803	920,803	36,832			
			<932,487 >	<36,832 >			
LOCAL RECORDS	600,215	722,332	722,332	28,893			
			<731,129 >	<28,893 >			
TOTAL	1,402,850	1,643,135	1,643,135	65,725			
			<1,663,616 >	<65,725 >			
EXPENSE AND EQUIPMENT							
GENERAL REVENUE	531,337	534,305	431,965		65,550		
			<431,965 >		<65,550 >		
LOCAL RECORDS	287,113	214,163	208,673			8,174	
			<208,673 >			<8,174 >	
ST DOC PRESERVA		27,515	27,515				
			<27,515 >				
TOTAL	818,450	775,983	668,153		65,550	8,174	
			<668,153 >		<65,550 >	<8,174 >	
GRAND TOTAL	2,221,300	2,419,118	2,311,288	65,725	65,550	8,174	
			<2,331,769 >	<65,725 >	<65,550 >	<8,174 >	
SOURCE OF FUNDS SUMMARY							
GENERAL REVENUE	1,333,972	1,455,108	1,352,768	36,832	65,550		
			<1,364,452 >	<36,832 >	<65,550 >		
LOCAL RECORDS	887,328	936,495	931,005	28,893		8,174	
			<939,802 >	<28,893 >		<8,174 >	
ST DOC PRESERVA		27,515	27,515				
			<27,515 >				
NO. EMPLOYEE FTES	61.21	67.50	67.50				
			<67.50 >				

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DECISION ITEM FINANCIAL SUMMARY
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	10 / 16 ARCHIVES BASIN	14 / 16 ARCHIVES BOOK COPIER	15 / 16 ARCHIVES MICO READER	TOTAL
PERSONAL SERVICES						957,635
GENERAL REVENUE						<969,319 >
LOCAL RECORDS						751,225
						<760,022 >
TOTAL						1,708,860
						<1,729,341 >
EXPENSE AND EQUIPMENT						522,015
GENERAL REVENUE				15,000	9,500	<522,015 >
				<15,000 >	<9,500 >	227,347
LOCAL RECORDS			10,500			<227,347 >
			<10,500 >			27,515
ST DOC PRESERVA						<27,515 >
TOTAL			10,500	15,000	9,500	776,877
			<10,500 >	<15,000 >	<9,500 >	<776,877 >
GRAND TOTAL			10,500	15,000	9,500	2,485,737
			<10,500 >	<15,000 >	<9,500 >	<2,506,218 >
SOURCE OF FUNDS SUMMARY						1,479,650
GENERAL REVENUE				15,000	9,500	<1,491,334 >
				<15,000 >	<9,500 >	978,572
LOCAL RECORDS			10,500			<987,369 >
			<10,500 >			27,515
ST DOC PRESERVA						<27,515 >
NO. EMPLOYEE FTES						67.50
						<67.50>

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 001
 DECISION ITEM NO. 003 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE	920,803	920,803	932,487
LOCAL RECORDS	722,332	722,332	731,129
TOTAL PERSONAL SERVICE	1,643,135	1,643,135	1,663,616
EXPENSE & EQUIPMENT			
GENERAL REVENUE	534,305	431,965	431,965
LOCAL RECORDS	214,163	208,673	208,673
ST DOC PRESERVA	27,515	27,515	27,515
TOTAL EXPENSE & EQUIP	775,983	668,153	668,153
TOTAL DECISION ITEM	2,419,118	2,311,288	2,331,769
NO. EMPLOYEE FTE	67.50	67.50	67.50

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STATE ARCHIVES 23155 DECISION ITEM ABSTRACT: CORE REQUEST Expense & Equipment 0101 General Revenue \$431,965 0577 Local Records \$208,673 0836 Document Preservation Fund \$27,515E Personnel Service 0101 General Revenue \$920,803 41.26 FTE 0577 Local Records \$722,332 26.24 FTE	DECISION ITEM NAME: CORE REQUEST	
	STRATEGIC ISSUE: Provide quality customer service; enhance information access, preservation and archiving of public information; provide leadership and expertise in business and information services; effectively utilize information technology; and manage and develop human resources.	
	DEPARTMENT GOAL: Maintain and improve current service to all public and private customers.	
	STRATEGIC PLAN REFERENCE PAGE: 9, 10, 12, 14, 15, 18	

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

This core request represents resources for the operation of Department programs, which include:

- Appraising, collecting, organizing, conserving, storing, and the orderly destruction of the vast quantity of records produced by state and local governments. This includes identifying and preserving historical records as well as improving access to public documents held by state and local governments and eliminating records which no longer possess sufficient administrative, legal, fiscal, or historical value. Priority outcomes for FY 1999 include:
 - Continuing the upgrade of storage facilities
 - Improving information systems to increase access to public documents
 - Developing and maintaining the correct set of skill sets to accomplish records management operations
 - Providing leadership to state and local governments in records management operations

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Storage space utilization (cumulative growth)	20%	40%	60%	80%
Local records projects planned	96	96	96	96

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Enhance information access

- Reduce the rate at which the backlog of unprocessed public documents grows. The Department will devote personnel resources, secure storage space, and equipment to process additional documents.
- Expand state and local records finding aids for statewide and national access. Integrate local records into the existing MOREnet and SOS State Library information infrastructure by developing a format that will accept the records templates for storing and accessing information.

Preservation and archiving of public information

- Provide the current level of outstanding service while preserving valuable historical documents. Utilize staff and photocopy equipment to provide patrons with good reproductions which prevents damage to rare books and bound archival material.
- Continue records management initiatives to provide expertise to state and local governments for planning management efforts implementing electronic records systems. The division will hold statewide workshops, provide retention schedules, perform on-site training for officials, and participate in planning sessions
- Professionally process the combined microfilm products of state and local government while making the information available to the public statewide. Encourage all governments to use computer tracking of projects, computer generated labels and finding aids, quality control, and periodic reviews of vault film for infestation or chemical reaction to facilitate preservation and storage.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Records transferred to RC	25,271	26,400	28,000	30,800
Records destroyed	10,691	12,000	12,000	12,000
Records stored				
- original paper records (cubic feet)	172,323	186,723	202,723	221,523
- microfilmed records (reels of film)	205,000	214,000	224,000	235,000
Local records consultations	550	550	550	550
Images microfilmed (equals one page)	16,000,000	16,100,000	16,300,000	16,400,000
Research requests (in person/mail/telephone inquiries)	36,592	42,000	44,000	46,000

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Core budget request. One-time costs in FY98 have been deducted from the core as follows:

\$5,490 General Revenue for new FTE position
\$3,000 General Revenue for densitometer
\$28,300 General Revenue for used forklift
\$65,550 General Revenue for shelving
\$102,340

\$5,490 Local Records for new FTE position

The Document Preservation Fund core was rolled-up into State Archives:

\$27,515E Document Preservation Fund

CORE REQUEST

Expense & Equipment

0101 General Revenue	\$431,965
0577 Local Records	\$208,673
0836 Document Preservation Fund	\$27,515E

Personnel Service

0101 General Revenue	\$920,803	41.26 FTE
0577 Local Records	\$722,332	26.24 FTE

Total by Fund

0101 General Revenue	\$1,352,768
0577 Local Records	\$931,005
0836 Document Preservation Fund	\$27,515E

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DECISION ITEM RANK 001
DECISION ITEM NO. 003 NAME: CORE REQUEST

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE		CURRENT YEAR FUNDED POSITIONS		BUDGET YEAR REQUEST		GOVERNOR RECOMMENDS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
LOCAL RECORDS DIRECTOR	1.00	42,204	1.00	44,374	1.00	44,374	1.00	44,374
RECORDS/ARCHIVES DIRECTOR	.55	33,853	1.00	53,382	1.00	53,382	1.00	53,382
ADMINISTRATIVE SECRETARY	2.00	43,140	2.00	45,417	2.00	45,417	2.00	45,417
STATE ARCHIVIST	1.00	53,868	1.00	56,621	1.00	56,621	1.00	56,621
ASSISTANT STATE ARCHIVIST	1.00	34,284	1.00	36,060	1.00	36,060	1.00	36,060
ANALYST SUPERVISOR	1.00	29,856	1.00	31,408	1.00	31,408	1.00	31,408
MICROFILM SUPERVISOR	1.00	29,856	1.00	31,408	1.00	31,408	1.00	31,408
RECORDS ANALYST I	1.88	39,792	2.00	44,698	2.00	44,698	2.00	44,698
RECORDS CLERK I	3.93	66,399	4.00	70,926	4.00	70,926	4.00	70,926
CAMERA OPERATOR I	11.13	188,925	11.00	198,035	11.00	198,035	11.00	198,035
CAMERA OPERATOR II	2.01	39,012	2.00	41,083	2.00	41,083	2.00	41,083
CLERK TYPIST II	5.04	86,646	5.00	90,958	5.00	90,958	5.00	90,958
CLERK TYPIST III	2.01	41,424	2.00	43,615	2.00	43,615	2.00	43,615
ARCHIVIST	12.77	336,035	14.00	388,140	14.00	388,140	14.00	388,140
ADMINISTRATIVE ARCHIVIST			1.00	32,520	1.00	32,520	1.00	32,520
PART-TIME SUMMER	2.44	27,834	1.20	4,245	1.20	4,245	1.20	4,245
PART-TIME OTHER	.29	3,103	2.30	26,345	2.30	26,345	2.30	26,345
WAREHOUSE SUPERVISOR	1.00	25,668	1.00	27,011	1.00	27,011	1.00	27,011
CONTROL CENTER CLERK	1.00	19,116	1.00	20,133	1.00	20,133	1.00	20,133
FISCAL GRANTS OFFICER	.92	24,630	1.00	28,348	1.00	28,348	1.00	28,348
CONSERVATOR I	1.60	39,513	1.00	24,289	1.00	24,289	1.00	24,289
CONSERVATOR II	.50	14,514	2.00	58,949	2.00	58,949	2.00	58,949
CAMERA OPERATOR III	1.00	20,148	1.00	21,216	1.00	21,216	1.00	21,216
SENIOR REFERENCE ARCHIVIST	1.00	27,924	1.00	29,381	1.00	29,381	1.00	29,381
CLERK I	.68	10,557	1.00	16,729	1.00	16,729	1.00	16,729
PROJECT COORDINATOR	1.00	21,768	1.00	22,917	1.00	22,917	1.00	22,917
SENIOR CONSERVATOR	1.00	33,672	1.00	35,415	1.00	35,415	1.00	35,415
ELEC RECORDS ANALYST	1.46	40,921	2.00	56,467	2.00	56,467	2.00	56,467
ADMIN PROGRAM COORDINATOR	1.00	28,188	1.00	29,658	1.00	29,658	1.00	29,658
ELEC RECORDS COORD			1.00	33,387	1.00	33,387	1.00	33,387
FUND SUBTOTAL								
GEN REV FUND	38.31	802,635	41.26	920,803	41.26	920,803	41.26	920,803
LOCAL RECORDS	22.90	600,215	26.24	722,332	26.24	722,332	26.24	722,332
FORM 6 SUBTOTAL	61.21	1,402,850	67.50	1,643,135	67.50	1,643,135	67.50	1,643,135

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DECISION ITEM RANK 001
DECISION ITEM NO. 003 NAME: CORE REQUEST

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE FTE	AMOUNT	CURRENT YEAR FUNDED POSITIONS FTE	AMOUNT	BUDGET YEAR REQUEST FTE	AMOUNT	GOVERNOR RECOMMENDS FTE	AMOUNT
FLEXIBLE BENEF								2,476
GEN REV FUND								1,574
LOCAL RECORDS								
COST OF LIVING								9,208
GEN REV FUND								7,223
LOCAL RECORDS								
TOTAL DECISION								
GEN REV FUND	38.31	802,635	41.26	920,803	41.26	920,803	41.26	932,487
LOCAL RECORDS	22.90	600,215	26.24	722,332	26.24	722,332	26.24	731,129
GRAND TOTAL	61.21	1,402,850	67.50	1,643,135	67.50	1,643,135	67.50	1,663,616

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EXPENSE AND EQUIPMENT
 FORM 7

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DECISION ITEM RANK 001
 DECISION ITEM NO. 003 NAME: CORE REQUEST

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
TRAVEL AND VEHICLE EXPENSE	88,133	105,988	105,988	105,988
OFFICE EXPENSE	284,890	283,190	283,190	283,190
OFFICE & COMM EQUIP PURCHASE	257,872	102,360	96,500	96,500
COMMUNICATIONS EXPENSE	11,478	32,000	32,000	32,000
INST AND PHYS PLANT EXPENSE	20,302	51,990	51,990	51,990
INST & PHYS PLANT EQUIP PURCH	5,098	116,950	20,100	20,100
DATA PROC EXPENSE & EQUIPMENT	102,242	32,905	27,785	27,785
PROFESSIONAL SERVICES	15,404	36,600	36,600	36,600
OTHER EXPENSES	33,031	14,000	14,000	14,000
TOTAL EQUIPMENT	818,450	775,983	668,153	668,153
SOURCE OF FUND SUMMARY				
GEN REV FUND	531,337	534,305	431,965	431,965
LOCAL RECORDS	287,113	214,163	208,673	208,673
ST DOC PRESERVA		27,515	27,515	27,515
GRAND TOTAL	818,450	775,983	668,153	668,153
	=====	=====	=====	=====

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DECISION ITEM RANK 002
DECISION ITEM NO. 033 NAME: WITHIN GRADE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE		36,832	36,832
LOCAL RECORDS		28,893	28,893
TOTAL PERSONAL SERVICE		65,725	65,725
TOTAL DECISION ITEM		65,725	65,725

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 002 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STATE ARCHIVES 23155 DECISION ITEM ABSTRACT: WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$35,830 41.26 FTE 0577 Local Records \$28,893 26.24 FTE \$65,725 67.50 FTE	DECISION ITEM NAME: WITHIN GRADE	
	STRATEGIC ISSUE: Reward quality performance and professionalism and maintain a competitive compensation program.	
	DEPARTMENT GOAL: Human resource management and development.	
	STRATEGIC PLAN REFERENCE PAGE: 18	

1. **OUTCOMES, EXPLANATION, AND RATIONALE** – What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Office of the Secretary of State employs the services of over 250 individuals in order to perform its statutory obligations to provide services to the citizens of the state of Missouri. To attract and retain quality personnel with the required skills, this office must offer compensation comparable to private employment and which keeps pace with inflationary living costs. Therefore, a 4% within grade increase is requested for all employees. This will allow the office to maintain the high level of service expected from the Office of the Secretary of State.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Personnel of the Office of the Secretary of State will: - Have appropriate skills - Improve and expand public services - Continue in state government service				

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide a 4% within grade salary increase for all employees beginning on July 1, 1998.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Current level of services will be maintained.				

5. COST EXPLANATION - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.									
The within grade request was determined by taking the FY 1998 personal service core and increasing it by 4% WITHIN GRADE REQUEST Personal Service <table><tr><td>0101 General Revenue</td><td>\$36,832</td><td>41.26 FTE</td></tr><tr><td>0577 Local Records</td><td><u>\$28,893</u></td><td>26.24 FTE</td></tr><tr><td></td><td>\$65,725</td><td>67.50 FTE</td></tr></table>	0101 General Revenue	\$36,832	41.26 FTE	0577 Local Records	<u>\$28,893</u>	26.24 FTE		\$65,725	67.50 FTE
0101 General Revenue	\$36,832	41.26 FTE							
0577 Local Records	<u>\$28,893</u>	26.24 FTE							
	\$65,725	67.50 FTE							

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DECISION ITEM RANK 002
DECISION ITEM NO. 033 NAME: WITHIN GRADE

PARS CLASSIFICATION	PRIOR YEAR		CURRENT YEAR		BUDGET YEAR		GOVERNOR	
	FTE	ACTUAL EXPENDITURE AMOUNT	FTE	FUNDED POSITIONS AMOUNT	FTE	REQUEST AMOUNT	FTE	RECOMMENDS AMOUNT
LOCAL RECORDS DIRECTOR					1.00	1,777	1.00	1,777
RECORDS/ARCHIVES DIRECTOR					1.00	2,139	1.00	2,139
ADMINISTRATIVE SECRETARY					2.00	1,821	2.00	1,821
STATE ARCHIVIST					1.00	2,268	1.00	2,268
ASSISTANT STATE ARCHIVIST					1.00	1,444	1.00	1,444
ANALYST SUPERVISOR					1.00	1,259	1.00	1,259
MICROFILM SUPERVISOR					1.00	1,259	1.00	1,259
RECORDS ANALYST I					2.00	1,792	2.00	1,792
RECORDS CLERK I					4.00	2,808	4.00	2,808
CAMERA OPERATOR I					11.00	7,891	11.00	7,891
CAMERA OPERATOR II					2.00	1,648	2.00	1,648
CLERK TYPIST II					5.00	3,650	5.00	3,650
CLERK TYPIST III					2.00	1,716	2.00	1,716
ARCHIVIST					14.00	15,442	14.00	15,442
ADMINISTRATIVE ARCHIVIST					1.00	1,301	1.00	1,301
PART-TIME SUMMER					1.20	172	1.20	172
PART-TIME OTHER					2.30	1,059	2.30	1,059
WAREHOUSE SUPERVISOR					1.00	1,083	1.00	1,083
CONTROL CENTER CLERK					1.00	808	1.00	808
FISCAL GRANTS OFFICER					1.00	1,136	1.00	1,136
CONSERVATOR I					1.00	974	1.00	974
CONSERVATOR II					2.00	2,476	2.00	2,476
CAMERA OPERATOR III					1.00	851	1.00	851
SENIOR REFERENCE ARCHIVIST					1.00	1,177	1.00	1,177
CLERK I					1.00	710	1.00	710
PROJECT COORDINATOR					1.00	919	1.00	919
SENIOR CONSERVATOR					1.00	1,419	1.00	1,419
ELECTRONIC RECORDS ANALYST					2.00	2,200	2.00	2,200
ADMIN PROGRAM COORDINATOR					1.00	1,188	1.00	1,188
ELEC RECORDS COORD					1.00	1,338	1.00	1,338
FUND SUBTOTAL								
GEN REV FUND					41.26	36,832	41.26	36,832
LOCAL RECORDS					26.24	28,893	26.24	28,893
FORM 6 SUBTOTAL					67.50	65,725	67.50	65,725

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DECISION ITEM RANK 002
 DECISION ITEM NO. 033 NAME: WITHIN GRADE

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PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE FTE	AMOUNT	CURRENT YEAR FUNDED POSITIONS FTE	AMOUNT	BUDGET YEAR REQUEST FTE	AMOUNT	GOVERNOR RECOMMENDS FTE	AMOUNT
TOTAL DECISION					41.26	36,832	41.26	36,832
GEN REV FUND					26.24	28,893	26.24	28,893
LOCAL RECORDS					67.50	65,725	67.50	65,725
GRAND TOTAL								

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 005
DECISION ITEM NO. 045 NAME: CENTER SHELVING

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT GENERAL REVENUE		65,550	65,550
TOTAL EXPENSE & EQUIP		65,550	65,550
TOTAL DECISION ITEM		65,550	65,550

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 005 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STATE ARCHIVES 23155	DECISION ITEM NAME: SATELLITE RECORDS CENTER SHELVING
DECISION ITEM ABSTRACT: Funding to purchase shelving and ladders for satellite center. This is a one-time cost. REQUEST Expense & Equipment 177 Shelving units @ \$350 each = \$61,950 6 Rolling ladders @ \$600 each = <u>3,600</u> 0101 General Revenue \$65,550 0.00 FTE	STRATEGIC ISSUE: ▪ Provide quality customer service – Service customer requests for files in a timely manner ▪ Enhance access to public information – Store state records in a manner that makes them more accessible
	DEPARTMENT GOAL: Maximize storage space and allow for growth potential in the satellite records center.
	STRATEGIC PLAN REFERENCE PAGE: 9 and 10

1.	OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
In 1995, the Records Management Division established a satellite records center in Jefferson City to service the additional records storage requirements for state agencies in the Executive Branch of state government. This center is necessary since the current facility is at maximum capacity. The satellite center was opened at a minimal cost using conservative estimates for fixture. The decision was made to request shelving based upon demand rather than to buy shelving that would sit unused for several years. A decision item passed in the SOS FY96 budget request was for a 4-year shelving project to fixture the building leased for the satellite center. Project completion was estimated at 5 years based upon a projection of 12,000 cubic feet of records per year. The shelving project was approved for \$47,000 and 135 shelving units for each of the 4 years. This amount was barely sufficient to meet the annual storage requirements and did not take into account the fifth year of storage needs. However, based upon experience with this leased building, the estimated amount of storage capacity has been increased to 954 shelving units or 354 more units than originally planned. This will provide shelving for the fifth year and additional capacity to meet increased demands for storage space. By configuring the building at this increased level, the need for additional leased space will be reduced by approximately 15,000 cubic feet. If this shelving is not bought, records will become inaccessible to agencies because it will not be possible to adequately store or retrieve the records. Funding is requested to purchase these additional shelving units over the final year of this project. If this is accomplished, the satellite records center will be fully fixtured. There is also a requirement for rolling ladders to provide the capability to retrieve individual files from the shelving units. The requested shelving units will provide approximately 12 additional rows of storage. A ladder is requested for every 2 rows for a total of 6 rolling ladders. The division provides storage, retrieval and refile services for all departments in the Executive Branch of state government and the Legislative and Judicial branches upon request. Record storage demand has a historical track record of 26,000 cubic feet of in-flow per year and a net out-flow of approximately 10,000 cubic feet. This equates to a net growth of 16,000 cubic feet per year.	

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Utilization of storage space in existing satellite records center.	35%	67%	100%	100%

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
▪ Objectives: – Provide additional shelf space to meet state agency demands for record storage. – Effectively utilize leased storage space. – Make records more accessible through dedicated shelf storage. ▪ Strategies: – Purchase and install the remaining 177 shelving units over the remaining 1 year of the project. – Acquire 6 rolling ladders to provide for efficient retrieval of individual files.

4. OBJECTIVE MEASURES – Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Cubic feet of records storage (78 cubic feet per fixture)	26,052	49,920	74,412	

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
Shelving units currently cost \$350 each from Missouri Correctional Enterprises. Life expectancy of shelving is approximately 40 years. This is a one-time request. REQUEST Expense and Equipment 177 Shelving units @ \$350 each = \$61,950 6 Rolling ladders @ \$600 each = <u>3,600</u> 0101 General Revenue \$65,550 0.00 FTE

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DECISION ITEM RANK 005
 DECISION ITEM NO. 045 NAME: CENTER SHELVING

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
INST & PHYS PLANT EQUIP PURCH	-----	-----	65,550	65,550
TOTAL EQUIPMENT	-----	-----	65,550	65,550
SOURCE OF FUND SUMMARY				
GEN REV FUND			65,550	65,550
GRAND TOTAL	=====	=====	65,550	65,550

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DECISION ITEM RANK 009
DECISION ITEM NO. 043 NAME: PHOTOCOPIER

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT LOCAL RECORDS		8,174	8,174
TOTAL EXPENSE & EQUIP		8,174	8,174
TOTAL DECISION ITEM		8,174	8,174

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 009 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STATE ARCHIVES 23155 DECISION ITEM ABSTRACT: Local Records needs to replace the first photocopier it purchased in FY 91; it has reached its industry standard of seven-year lifecycle. REQUEST Expense & Equipment 0577 Local Records Fund \$7,070 one-time 0577 Local Records Fund \$1,104 ongoing \$8,174 0.00 FTE	DECISION ITEM NAME: PHOTOCOPIER
	STRATEGIC ISSUE: Provide customer service.
	DEPARTMENT GOAL: Have the equipment needed to complete our strategic plan for excellent customer service.
	STRATEGIC PLAN REFERENCE PAGE: 9

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

Customer service: Responsive and timely service to all our customers, including our SOS administration, requires reliable equipment for delivery.

Local Records has encountered a number of maintenance repairs in the last two years as our old machine has reached its projected lifecycle. To avoid delays in filling copy requests to state and local governments and public inquiry, Local Records requests a new model.

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Local Records will continue its customer service uninterrupted.	72,000	72,000	72,000	72,000

3. **OBJECTIVES** – Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Objective: Request funding for photocopier through Expense & Equipment budget in July 1998.

Strategy: Purchase photocopier from state contract for delivery and installation.

4. **OBJECTIVE MEASURES** - Identify and quantify the services to be provided.

Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
72,000	72,000	72,000	72,000

LR averages about 6,000 copies per month.

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Funding request to purchase a photocopier. A portion of the funds will be both ongoing and one-time as noted below.

REQUEST

Expense & Equipment

0577 Local Records Fund	\$7,070	one-time
0577 Local Records Fund	\$1,104	ongoing
	\$8,174	0.00 FTE

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DECISION ITEM RANK 009
 DECISION ITEM NO. 043 NAME: PHOTOCOPIER

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
OFFICE EXPENSE			1,104	1,104
OFFICE & COMM EQUIP PURCHASE			7,070	7,070
TOTAL EQUIPMENT	-----	-----	8,174	8,174
SOURCE OF FUND SUMMARY				
LOCAL RECORDS			8,174	8,174
GRAND TOTAL	=====	=====	8,174	8,174
	=====	=====	=====	=====

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DECISION ITEM RANK 010
 DECISION ITEM NO. 046 NAME: WET TREATMENT BASIN

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT LOCAL RECORDS		10,500	10,500
TOTAL EXPENSE & EQUIP		10,500	10,500
TOTAL DECISION ITEM		10,500	10,500

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 010 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STATE ARCHIVES 23155 DECISION ITEM ABSTRACT: A conservation laboratory wet treatment basin is desired to replace an inadequately sized food service sink currently installed. The basin is needed to preserve paper-based documents of permanent value from local government officials, such as Recorders of Deeds, City and County Clerks. REQUEST Expense & Equipment 0577 Local Records \$10,500 0.00 FTE	DECISION ITEM NAME: CONSERVATION LABORATORY WET TREATMENT BASIN
	STRATEGIC ISSUE: Preservation of public information governed by Missouri Records Statute 109.230.
	DEPARTMENT GOAL: Maintain compliance with statute requirements to preserve for the citizens of Missouri information of permanent value and customer service.
	STRATEGIC PLAN REFERENCE PAGE: 9, 10, 12

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
Customer Service: Responsive and timely service to all our customers, especially local government officials, requires functional and reliable equipment for delivery. Preservation and Archiving of Public Information: To meet our statutory responsibility to preserve and archive significant public information with industry standard techniques to establish security for irreplaceable materials. Use of deionized water, chemicals, and organic solvents is an essential component of conservation work to preserve most paper-based documents. The proposed treatment basin will be installed in the state's only conservation lab. It will replace a substandard generic food service sink. 1.) The generic sink is too small (29" x 58") to accommodate the variety of governmental records needing preservation treatment. Typical, oversized, large papers (blueprints, maps, plats, surveys) routinely come into the lab for preservation treatment. These materials can be as large as 58" x 85" and 62" x 70". 2.) Access to the current sink is limited to only one side. 3.) One-sided access limits safe handling of records and documents during treatment and tears, rips, punctures, and loss of information (media) can result. The proposed replacement basin would eliminate size and access problems currently existing, as well as expand the type and depth of preservation treatment possible. The proposed basin: 1.) is rectangular (better shape for treating documents), 2.) is larger (72" x 96") to accommodate the largest material that has entered the lab for treatment and allowing for use of tools and support materials, 3.) is accessible on three sides (safer for paper), 4.) is made out of steel capable of withstanding alkaline solutions and organic solvents. The specialized steel would increase the variety and range of treatment procedure possibilities and 5.) is properly plumbed.

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
Currently the staff must eliminate treatment options because of the limiting size of the current basin, or build a temporary sink out of plastic sheeting and 1" x 3" wooden boards. The plastic improvised basin: 1.) requires much labor, time, and space, 2.) is potentially risky to treat paper on uneven surfaces (the plastic bumps, ridges, and traps air pockets), 3.) is messy (several gallons of dirty water must be emptied several times over several hours), and 4.) is potentially hazardous to staff (there is an electrical conduit running under the only area large enough to accommodate the plastic improvised basin).

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
1.) Quality treatment of one of a kind paper based materials. 2.) Many treated materials are publicly displayed in government buildings.	30	30	60	60
Documents of all sizes will be handled more efficiently.				

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
Objective: Through competitive bid process, obtain 105 hours of sheet metal services and construction materials to enable vendor to build basin and support structure. Strategies: Vendor will build basin to specifications. Finishing installation, plumbing, and carpentry to be completed in concert with Office of Administration Design and Construction after basin is delivered. This includes removing and replacing faucets, repainting and replacing epoxy coating on floor, and repainting walls.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
1.) Continued treatment of one of a kind paper-based documents and maps. 2.) Expanded treatment possibilities for large, oversized items. 3.) Access on three-sides for safety of documents during treatment. 4.) Multiple treatments of smaller items and groups of items possible. 5.) Simultaneous multiple staff use to complete projects in a timely fashion. 6.) Designated "wet-area" for treatment, reducing risk of electrocution to staff.	30	30	60	60

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Request for funding for building wet treatment basin for Local Records Preservation Program. All other expenses will be paid from Local Records Preservation Program core budget. No general revenue requested.

REQUEST

Expense & Equipment
0577 Local Records \$10,500 0.00 FTE

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DECISION ITEM RANK 010
 DECISION ITEM NO. 046 NAME: WET TREATMENT BASIN

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
INST & PHYS PLANT EQUIP PURCH	-----	-----	10,500	10,500
TOTAL EQUIPMENT	-----	-----	10,500	10,500
SOURCE OF FUND SUMMARY			10,500	10,500
LOCAL RECORDS			10,500	10,500
GRAND TOTAL	=====	=====	10,500	10,500
	=====	=====	=====	=====

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DECISION ITEM RANK 014
DECISION ITEM NO. 042 NAME: BOOK COPIER

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT GENERAL REVENUE		15,000	15,000
TOTAL EXPENSE & EQUIP		15,000	15,000
TOTAL DECISION ITEM		15,000	15,000

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 014 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STATE ARCHIVES 23155 DECISION ITEM ABSTRACT: Over time a book copier will dramatically decrease the damage caused to bound records by photocopying. This is a one-time request. REQUEST Expense & Equipment 0101 General Revenue \$15,000 0.00 FTE	DECISION ITEM NAME: BOOK COPIER
	STRATEGIC ISSUE: Preservation and archiving of public information.
	DEPARTMENT GOAL: Maintain statutory compliance with RSMo 109 requirements to preserve for the citizens of Missouri information of permanent value.
	STRATEGIC PLAN REFERENCE PAGE: 12

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The State Archives has thousands of books freely available to the citizens of Missouri in the Archives Reference Room in the Missouri State Information Center and many thousands more in the records stacks area. Of those in its Reference Room, over 1,300 were published prior to 1920 and, in most cases, are irreplaceable. Bound volumes in the records storage area go back to French and Spanish documents of the eighteenth century. The Archives is committed to providing full informational access to the citizens of Missouri, many thousands of whom request information by U.S. or electronic mail or who can only visit the facility for a short time and want photocopies of the bound records. In providing service, even with the best of precautions, books are damaged. Increased damage occurs due to the use of a photocopier designed for loose paper rather than a copier specifically designed for copying books. Because of the damage, these books are placed in "phase" boxes made by our conservation staff or sent to a vendor who specializes in the rebuilding of rare and valuable volumes.

Because the construction of phase boxes is labor intensive, the conservation staff creates them as time permits and circumstances demand. The Archives also has hundreds of books in need of rebinding. Once the remedial work has been completed on the volumes in the greatest need of repair, ordinary repairs, or special measures, should not be required for more than a dozen volumes a year. A book copier will put a stop to the damages that increase these problems.

Over time a book copier will decrease the need for expensive solutions, help to preserve these unique materials, and provide quality public information to the citizens of Missouri.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Number of books removed from public access due to copy damage	15	20	12	8
Number of phase boxes required	40	20	12	8

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
- Objectives - Prevent damage and the requirement for expensive conservation solutions for valuable historical documents. - Provide continued access and quality copies of public documents. - Strategies - Acquire a photocopier specifically for books and discontinue photocopying books on a machine designed for loose paper in order to conserve our irreplaceable books.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Number of copies from historical books	205,000	210,000	215,00	220,000

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
This is a one-time expense to receive funding for a book copier. REQUEST Expense & Equipment 0101 General Revenue \$15,000 0.00 FTE

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DECISION ITEM RANK 014
 DECISION ITEM NO. 042 NAME: BOOK COPIER

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
OFFICE & COMM EQUIP PURCHASE	-----	-----	15,000	15,000
TOTAL EQUIPMENT			15,000	15,000
SOURCE OF FUND SUMMARY			15,000	15,000
GEN REV FUND			15,000	15,000
GRAND TOTAL	=====	=====	=====	=====

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DECISION ITEM RANK 015
DECISION ITEM NO. 044 NAME: MICROFILM READER

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT GENERAL REVENUE		9,500	9,500
TOTAL EXPENSE & EQUIP		9,500	9,500
TOTAL DECISION ITEM		9,500	9,500

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 015 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF THE SECRETARY OF STATE STATE ARCHIVES 23155 DECISION ITEM ABSTRACT: Replace four high-use Dukane MDP machines, which have been in continuous service since 1988. This is a one-time request. REQUEST Expense & Equipment 0101 General Revenue \$9,500 0.00 FTE	DECISION ITEM NAME: MICROFILM READER
	STRATEGIC ISSUE: Access to public information.
	DEPARTMENT GOAL: To maintain basic customer service.
	STRATEGIC PLAN REFERENCE PAGE: 9

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
The State Archives has approximately 33,500 reels of diazo microfilm available for use in the Archives Microfilm Reading Room in the Missouri State Information Center. Over the past few years, repairs for at least one of four of these machines have been necessary once a month. The ability to replace aging parts has decreased, and the cost of parts has increased. These are high-usage pieces of equipment, eight hours a day, six days a week, and we cannot afford the ever-increasing downtime per machine if we wish to continue our outstanding patron service. In addition to improving the amount of machine time available for patrons, replacing these four readers with current standard equipment will upgrade the performance level of available machines.

OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Percentage of hours of possible access machines are available for patron use	60%	50%	100%	100%

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES – How will the objective be accomplished?
- Objectives - Provide improved access for patrons - Strategies - Acquire four microfilm readers specifically designed for high use venues, replacing four eleven-year old machines requiring constant repair

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Number of hours machines are available for use by patrons	1,500	1,250	2,500	2,500

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
Funding to purchase 4 microfilm readers. This is a one-time cost. REQUEST Expense & Equipment 0101 General Revenue 4 @ 2,375 = \$9,500 0.00 FTE

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EXPENSE AND EQUIPMENT
FORM 7

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DECISION ITEM RANK 015
DECISION ITEM NO. 044 NAME: MICROFILM READER

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
OFFICE & COMM EQUIP PURCHASE	-----	-----	9,500	9,500
TOTAL EQUIPMENT	-----	-----	9,500	9,500
SOURCE OF FUND SUMMARY				
GEN REV FUND			9,500	9,500
GRAND TOTAL	=====	=====	9,500	9,500
	=====	=====	=====	=====

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DECISION ITEM FINANCIAL SUMMARY
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 RECORDS GRANTS CORE	TOTAL
PROGRAM SPECIFIC DIST				
LOCAL RECORDS	442,964	400,000	400,000 <400,000 >	400,000 <400,000 >
	-----	-----	-----	-----
TOTAL	442,964	400,000	400,000 <400,000 >	400,000 <400,000 >
GRAND TOTAL	442,964	400,000	400,000 <400,000 >	400,000 <400,000 >
	=====	=====	=====	=====
SOURCE OF FUNDS SUMMARY				
LOCAL RECORDS	442,964	400,000	400,000 <400,000 >	400,000 <400,000 >

NO. EMPLOYEE FTES

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LEVEL 2 OFFICE OF SECRETARY OF STATE
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PROGRAM DECISION ITEM
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DECISION ITEM RANK 001
DECISION ITEM NO. 018 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PROGRAM SPECIFIC DIST LOCAL RECORDS	400,000	400,000	400,000
TOTAL PROGRAM SPECIFIC	400,000	400,000	400,000
TOTAL DECISION ITEM	400,000	400,000	400,000

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE LOCAL RECORDS GRANTS 23160 DECISION ITEM ABSTRACT: CORE REQUEST Program Specific Distribution 0577 Local Records Grants \$400,000 0.00 FTE	DECISION ITEM NAME: CORE REQUEST
	STRATEGIC ISSUE: Preserving and archiving of public information. Identify, collect, and preserve records of historical value of Missouri's state and local governments provided to the public.
	DEPARTMENT GOAL: Assist local governments in improving their valuable historical documents.
	STRATEGIC PLAN REFERENCE PAGE: 12

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Local Records program administered by the Office of the Secretary of State is funded by user fees collected by recorders of deeds for real estate transactions and marriage licenses. These funds are earmarked for local records preservation work. As part of the on-going program, local records money is returned to local governments in the form of grants. Missouri local governments submit proposals that address their specific needs in archives/records management. The Historical Records Advisory Board, in concert with the Local Records Program Fiscal Grant Officer, establishes priorities and implements and audits the return of money to the local governments. Most grants fall within a range of \$5,000 to \$10,000, but may be greater. The amount for grants funded in a given year is dependent on revenues collected and the fund balance.

For this grant funding, the Office of the Secretary of State receives approximately 3,000 reels of silver master microfilm per year from local governments. The MSIC provides secure storage of this master microfilm as well as a quality control function for the local governments. This centralized depository of information provides greater access and service to the citizens of Missouri.

Failure to fund this decision item could result in the loss of historically important records of the state of Missouri.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Receive reels of silver master microfilm of local government records.				

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
• Objectives: - Preserve documents of historical significance to Missouri local governments. - Establish and maintain effective archives/records management systems at the local government level. • Strategies: - Provide grants to local governments earmarked for document preservation and records management.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Number of grant projects funded	73	77	62	62

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
Core budget request. There were no one-time costs in FY 1998. CORE REQUEST Program Specific Distribution 0577 Local Records Grants \$400,000 0.00 FTE

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: Business Services

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$1,702,044		67.85	
FY 1998 One-Time Expenditures				
Athlete Agent Registration One-Times	(\$5,425)		0.00	
Total One-Times		(\$5,425)		0.00
Approps - Vetoes- One- Times		\$1,696,619		67.85
Core Transfers In	\$21,564		0.00	
Total Transfers In	\$21,564		0.00	
Core Transfers Out	\$0		0.00	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$21,564		0.00
Agency Core Reductions	\$0		0.00	
Total Agency Core Reductions		\$0		0.00
Requested Core Base		\$1,718,183		67.85

LEVEL 1 SECRETARY OF STATE
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DECISION ITEM FINANCIAL SUMMARY
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 BUSINESS CORE	2 / 16 BUSINESS WITHIN GRADE	8 / 16 BUSINESS MICRO R/P	TOTAL
PERSONAL SERVICES GENERAL REVENUE	1,217,290	1,395,059	1,395,059 <1,413,081 >	55,802 <55,802 >		1,450,861 <1,468,883 >
TOTAL	1,217,290	1,395,059	1,395,059 <1,413,081 >	55,802 <55,802 >		1,450,861 <1,468,883 >
EXPENSE AND EQUIPMENT GENERAL REVENUE	336,433	328,549	323,124 <323,124 >		14,000 <14,000 >	337,124 <337,124 >
TOTAL	336,433	328,549	323,124 <323,124 >		14,000 <14,000 >	337,124 <337,124 >
GRAND TOTAL	1,553,723	1,723,608	1,718,183 <1,736,205 >	55,802 <55,802 >	14,000 <14,000 >	1,787,985 <1,806,007 >
SOURCE OF FUNDS SUMMARY GENERAL REVENUE	1,553,723	1,723,608	1,718,183 <1,736,205 >	55,802 <55,802 >	14,000 <14,000 >	1,787,985 <1,806,007 >
NO. EMPLOYEE FTES	61.13	67.85	67.85 <67.85>			67.85 <67.85>

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 001
DECISION ITEM NO. 004 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE	1,395,059	1,395,059	1,413,081
TOTAL PERSONAL SERVICE	1,395,059	1,395,059	1,413,081
EXPENSE & EQUIPMENT			
GENERAL REVENUE	328,549	323,124	323,124
TOTAL EXPENSE & EQUIP	328,549	323,124	323,124
TOTAL DECISION ITEM	1,723,608	1,718,183	1,736,205
NO. EMPLOYEE FTE	67.85	67.85	67.85

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE BUSINESS SERVICES 23165	DECISION ITEM NAME: CORE REQUEST
DECISION ITEM ABSTRACT: CORE REQUEST Expense & Equipment 0101 General Revenue \$323,124 Personnel Service 0101 General Revenue \$1,395,059 67.85 FTE	STRATEGIC ISSUE: Provide quality customer service; enhance information access, preservation and archiving; provide leadership and expertise in business and information systems; effectively utilize information technology; manage and develop human resources; and manage changing legislative requirements. DEPARTMENT GOAL: Maintain and improve current service to all public and private customers. STRATEGIC PLAN REFERENCE PAGE: 9, 10, 12, 14, 15, 18, 19

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

This core request represents resources for the continued operation of Department programs, which include:

- The registration of all corporations and non-profit organizations operating within the state of Missouri. This includes collecting and reviewing corporation annual reports, handling inquiries concerning the registration status of corporations, listing fictitious names, and terminating the registration of corporations not in compliance with Missouri statutes and regulations. Priority outcomes for FY99 include:
 - Implementation of the Information Strategic Plan to upgrade automation equipment and the business services database. This will improve responsiveness to customer requests, make it easier for customers to file reports, and simplify records storage and retrieval.
 - The timely receipt and filing of all corporation annual reports. This establishes the database for other inquiries and provides revenues of approximately \$8 million for the state.
 - Accurate and timely response to customer inquiries for corporate information. Provides services statutorily required for Missouri corporations and generates revenue for the state.
- The collection of franchise taxes from corporations operating within the state of Missouri. This includes determining which corporations are required to pay franchise taxes, tax collection, auditing tax returns, and determination of penalties and late fees. Priority outcomes include:
 - Collecting all franchise tax due to the state of Missouri. This is a significant revenue source for the state.
 - Improving information systems to fully interact with business services databases to determine who is required to pay franchise taxes.
- Filing and maintaining a record of all transactions that create a secured interest in personal property or fixtures located in the state of Missouri as required by the Uniform Commercial Code. This includes filing time sensitive financing statements and certifying the establishment of security interests on property. Priority outcomes include:
 - Accurately processing all UCC document filings. This produces revenues of approximately \$1.4 million.
 - Upgrading aging information systems to interact with other office systems and provide better service to customers.
- Recording and certification of all commissions granted by the state of Missouri. This includes documenting and providing certificates to gubernatorial appointees and maintaining a listing of notary publics and trademarks registered in the state. Priority outcomes for FY 1999 include:

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
- Automation upgrade to replace aging equipment that will provide better service - Staff upgrades to handle increasing workload

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Turnaround time for processing reports				
- Corporations - Annual reports - Other documents - Uniform Commercial Code - Franchise Tax	2-5 weeks 2-5 days	2-5 weeks 2-5 days	1-3 weeks 1 day	1 week 1 day
Reports filed electronically	0%	0%	30%	50%

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
Enhance information access - Upgrade our automation system to allow Corporations and UCC information to be accessed on-line by customers. This will be accomplished by acquiring computer equipment and software to bring the department up to the office standard and by developing a format to put the information on-line for access by customers who use this information. - Develop software programs that will work with the upgraded automation equipment to allow UCC and Corporation documents, franchise tax returns, and annual reports to be filed electronically. Software development will be contracted out. This will provide for greater convenience, faster processing, and more accurate information input. Effectively utilize information technology - Improve operations by replacing the outdated operating system that contains the business service database. By acquiring a new system, maintenance problems will be decreased and the capability to allow on-line access will be provided. + - Implement the information strategic plan to develop an information system within the divisions of the business services department. This will improve customer service, simplify records storage, and allow effective interaction with the entire Office of the Secretary of State.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Franchise tax filings (approximately 35% file extensions)-----	39,000	40,500	42,000	43,500
Uniform Commercial Code filings -----	118,080	120,000	122,000	124,000
Corporations				
New corporations filed-----	16,468	17,500	18,500	19,500
Fictitious names registered-----	17,192	18,000	18,700	19,400
Amendments, mergers, dissolutions filed-----	10,568	12,000	13,500	15,000
Annual reports filed-----	160,571	163,000	166,000	169,000
Certificates of good standing prepared-----	30,815	32,000	33,200	34,400
Limited liability entities-----	7,676	9,000	10,000	11,000
Change of agents-----	14,947	15,200	15,500	15,800
Administrative Dissolutions and Terminations-----	17,095	18,000	19,000	20,000
Correspondence-----	69,721	74,000	78,000	82,000
Rescissions-----	4,098	4,500	5,000	5,500
Phone Calls-----	452,266	465,834	479,809	494,203
Commissions				
Notary Applications:				
New-----	9,194	10,000	11,000	12,100
Renewals-----	10,842	12,039	13,242	14,566
Amended-----	720	792	850	935
Returns-----	4,679	5,146	5,650	6,210
Notary Bonds-----	17,325	19,057	20,962	23,058
Trade Marks (New & Renewal)-----	179	389	427	469
Service Marks-----	354	196	215	236
Governor's Commissions-----	1,613	1,650	1,774	715
Authentications & Certified Copies-----	7,846	8,630	9,490	10,439
Service of Process-----	751	826	908	998
Foreign Extraditions-----	172	189	207	229
Domestic Requisitions-----	367	403	443	487
Commutation of Sentence-----	3	4	5	5
Correspondence-----	44,014	48,415	53,256	58,581
Xerox-----	29,991	32,990	36,289	39,917
Attestings-----	4,913	5,404	5,944	6,538
Notarizations-----	750	800	850	900
Phone Calls-----	23,697	26,056	28,661	30,527

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Core budget request. One-time costs in FY98 have been deducted from the core as follows:

\$5,425 General Revenue for new FTE positions

The following core transfer is related to an overcharge to Business Services for Electronic Data Processing:

\$21,564 Expense and Equipment transfer to Business Services from Administrative Services

CORE REQUEST

Expense & Equipment

0101 General Revenue \$323,124

Personnel Service

0101 General Revenue \$1,395,059 67.85 FTE

Total by Fund

0101 General Revenue \$1,718,183

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DECISION ITEM RANK 001

DECISION ITEM NO. 004 NAME: CORE REQUEST

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE		CURRENT YEAR FUNDED POSITIONS		BUDGET YEAR REQUEST		GOVERNOR RECOMMENDS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
DEP SEC OF STATE BUSINESS	.92	49,376	1.00	55,512	1.00	55,512	1.00	55,512
COMMISSIONS DIRECTOR	1.00	39,180	1.00	41,199	1.00	41,199	1.00	41,199
ADMINISTRATIVE SECRETARY	1.00	20,814	1.00	18,281	1.00	18,281	1.00	18,281
ANNUAL REPORTS SUPERVISOR	1.00	22,224	1.00	23,395	1.00	23,395	1.00	23,395
CLERK TYPIST II	14.45	246,808	15.50	279,026	15.50	279,026	15.50	279,026
CLERK TYPIST III	7.96	151,214	8.00	159,731	8.00	159,731	8.00	159,731
FRANCHISE TAX SUPERVISOR	1.00	23,076	1.00	24,289	1.00	24,289	1.00	24,289
TAX ANALYST I	3.01	54,725	3.00	56,073	3.00	56,073	3.00	56,073
CORPORATE COUNSEL			1.00	35,520	1.00	35,520	1.00	35,520
PART-TIME SUMMER	.63	7,219	1.25	6,523	1.25	6,523	1.25	6,523
PART-TIME OTHER	3.07	43,244	2.10	22,153	2.10	22,153	2.10	22,153
DIRECTOR FIELD OPERATIONS	3.00	91,444	3.00	95,826	3.00	95,826	3.00	95,826
FIELD REPRESENTATIVE II	8.92	161,864	9.00	172,493	9.00	172,493	9.00	172,493
CORPORATIONS REP. I	1.00	18,384	2.00	38,034	2.00	38,034	2.00	38,034
CORPORATIONS REP. II	2.01	37,380	2.00	39,369	2.00	39,369	2.00	39,369
FILE CLERK III	2.01	40,296	2.00	42,430	2.00	42,430	2.00	42,430
UCC SUPERVISOR	.76	16,321	1.00	23,925	1.00	23,925	1.00	23,925
CLERK I			3.00	43,092	3.00	43,092	3.00	43,092
ACCOUNT CLERK II	2.00	44,268	2.00	46,603	2.00	46,603	2.00	46,603
CLERK II	4.39	69,239	5.00	83,547	5.00	83,547	5.00	83,547
DIRECTOR CORPORATIONS	1.00	42,192	1.00	44,362	1.00	44,362	1.00	44,362
ADMINISTRATIVE AIDE III	1.00	20,814	1.00	25,548	1.00	25,548	1.00	25,548
FIELD REP I	1.00	17,208	1.00	18,128	1.00	18,128	1.00	18,128
FUND SUBTOTAL								
GEN REV FUND	61.13	1,217,290	67.85	1,395,059	67.85	1,395,059	67.85	1,395,059
FORM 6 SUBTOTAL	61.13	1,217,290	67.85	1,395,059	67.85	1,395,059	67.85	1,395,059
FLEXIBLE BENEF								
GEN REV FUND								4,071
COST OF LIVING								
GEN REV FUND								13,951
TOTAL DECISION								
GEN REV FUND	61.13	1,217,290	67.85	1,395,059	67.85	1,395,059	67.85	1,413,081
GRAND TOTAL	61.13	1,217,290	67.85	1,395,059	67.85	1,395,059	67.85	1,413,081

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EXPENSE AND EQUIPMENT
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DECISION ITEM RANK 001
 DECISION ITEM NO. 004 NAME: CORE REQUEST

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
TRAVEL AND VEHICLE EXPENSE	4,426	9,645	9,645	9,645
OFFICE EXPENSE	108,745	117,123	117,123	117,123
OFFICE AND COMM EQUIP PURCHASE	7,479	13,515	10,650	10,650
COMMUNICATIONS EXPENSE	22,760	63,250	63,250	63,250
INST AND PHYS PLANT EXPENSE	1,508			
INST & PHYS PLANT EQUIP PURCH	104	800	800	800
DATA PROC EXPENSE & EQUIPMENT	89,887	90,021	87,461	87,461
PROFESSIONAL SERVICES	98,612	21,180	21,180	21,180
OTHER EXPENSES	2,912	13,015	13,015	13,015
TOTAL EQUIPMENT	336,433	328,549	323,124	323,124
SOURCE OF FUND SUMMARY				
GEN REV FUND	336,433	328,549	323,124	323,124
GRAND TOTAL	336,433	328,549	323,124	323,124

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DECISION ITEM RANK 002
DECISION ITEM NO. 034 NAME: WITHIN GRADE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE GENERAL REVENUE		55,802	55,802
TOTAL PERSONAL SERVICE		55,802	55,802
TOTAL DECISION ITEM		55,802	55,802

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 002 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE BUSINESS SERVICES 23165 DECISION ITEM ABSTRACT: WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$55,802 67.85 FTE	DECISION ITEM NAME: WITHIN GRADE
	STRATEGIC ISSUE: Reward quality performance and professionalism and maintain a competitive compensation program.
	DEPARTMENT GOAL: Human resource management and development.
	STRATEGIC PLAN REFERENCE PAGE: 18

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Office of the Secretary of State employs the services of over 250 individuals in order to perform its statutory obligations to provide services to the citizens of the state of Missouri. To attract and retain quality personnel with the required skills, this office must offer compensation comparable to private employment and which keeps pace with inflationary living costs. Therefore, a 4% within grade increase is requested for all employees. This will allow the office to maintain the high level of service expected from the Office of the Secretary of State.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Personnel of the Office of the Secretary of State will: - Have appropriate skills - Improve and expand public services - Continue in state government service				

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide a 4% within grade salary increase for all employees beginning on July 1, 1998.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Current level of services will be maintained.				

5. COST EXPLANATION - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
The within grade request was determined by taking the FY 1998 personal service core and increasing it by 4%. WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$55,802 67.85 FTE

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PERSONAL SERVICES
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DECISION ITEM RANK 002
 DECISION ITEM NO. 034 NAME: WITHIN GRADE

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PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE FTE AMOUNT	CURRENT YEAR FUNDED POSITIONS FTE AMOUNT	BUDGET YEAR REQUEST FTE AMOUNT	GOVERNOR RECOMMENDS FTE AMOUNT
DEP SEC OF STATE-BUSINESS SERV			1.00 2,223	1.00 2,223
COMMISSIONS DIRECTOR			1.00 1,650	1.00 1,650
ADMINISTRATIVE SECRETARY			1.00 851	1.00 851
ANNUAL REPORTS SUPERVISOR			1.00 938	1.00 938
CLERK TYPIST II			15.50 11,130	15.50 11,130
CLERK TYPIST III			8.00 6,408	8.00 6,408
FRANCHISE TAX SUPERVISOR			1.00 974	1.00 974
TAX ANALYST I			3.00 2,251	3.00 2,251
CORPORATE COUNSEL			1.00 1,421	1.00 1,421
PART-TIME SUMMER			1.25 263	1.25 263
PART-TIME OTHER			2.10 944	2.10 944
DIRECTOR FIELD OPERATIONS			3.00 3,885	3.00 3,885
FIELD REPRESENTATIVE II			9.00 7,021	9.00 7,021
CORPORATIONS REP I			2.00 1,526	2.00 1,526
CORPORATIONS REP II			2.00 1,580	2.00 1,580
FILE CLERK III			2.00 1,702	2.00 1,702
UCC SUPERVISOR			1.00 941	1.00 941
CLERK I			3.00 1,724	3.00 1,724
ACCOUNT CLERK II			2.00 1,870	2.00 1,870
CLERK II			5.00 3,030	5.00 3,030
DIRECTOR CORPORATIONS			1.00 1,777	1.00 1,777
ADMINISTRATIVE AIDE III			1.00 965	1.00 965
FIELD REPRESENTATIVE I			1.00 728	1.00 728
FUND SUBTOTAL			67.85 55,802	67.85 55,802
GEN REV FUND			67.85 55,802	67.85 55,802
FORM 6 SUBTOTAL			67.85 55,802	67.85 55,802
TOTAL DECISION			67.85 55,802	67.85 55,802
GEN REV FUND			67.85 55,802	67.85 55,802
GRAND TOTAL			67.85 55,802	67.85 55,802

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 008
DECISION ITEM NO. 047 NAME: MICROFILM READER PRINTER

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT GENERAL REVENUE		14,000	14,000
TOTAL EXPENSE & EQUIP		14,000	14,000
TOTAL DECISION ITEM		14,000	14,000

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 008 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE BUSINESS SERVICES 23165 DECISION ITEM ABSTRACT: Replacement of Microfiche/Microfilm Reader Printer necessary for viewing and reproducing vital information of corporations registered to do business in the State of Missouri. This is a one-time cost. REQUEST Expense & Equipment 0101 General Revenue \$14,000 0.00 FTE	DECISION ITEM NAME: MICROFICHE/MICROFILM READER PRINTER
	STRATEGIC ISSUE: Legible reproduction of vital corporation records to be done without damaging microfiche/microfilm, the sole source of such information.
	DEPARTMENT GOAL: Enhance information access, while preserving permanent business records and improving the quality of customer service.
	STRATEGIC PLAN REFERENCE PAGE: 10

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The sole remaining record of thousands of corporations registered to do business in the State of Missouri through the years is available only on microfiche/microfilm. Each year, the Corporations Division receives requests for information available only on microfiche/microfilm and requests for paper copies of that information. The copies produced must be of such quality so as to be admissible in courts of law and must clearly show names, numbers, dates, and other pertinent corporation information. Information on microfiche/microfilm includes: Certificates of Incorporation; Inactive Corporations, both Foreign and Domestic for years prior to 1967; Benevolent Corporations; and Fictitious Name Registration. The Corporations Division is the sole provider of this vital information in the State of Missouri.

The current machine, in service for ten years, has been producing smudged and illegible copies and has been incurring increasing maintenance costs. In addition, this machine has caused some damage to irreplaceable microfilm records. Additional damage could result in permanent loss of information stored on the microfilm. The machine requested will have the capability of not only reproducing more legible documents, but will also be able to transfer information stored in a microfilm format into a digitally imaged format.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
- Increase number and quality of legible, admissible copies of historical business record information. - Decrease damage to historical business record information. - Increase speed of service to public in providing record information.	5,000	5,200	5,400	5,600

3. **OBJECTIVES** – Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Objectives

- Provide legible reproduction of vital historical corporation information.
- Prevent damage to the sole remaining historical record of corporation information.
- Increase speed and quality of service to public.

Strategies

- Acquire a microfiche/microfilm reader printer necessary for viewing and reproducing vital corporation information from state contract.

4. **OBJECTIVE MEASURES** - Identify and quantify the services to be provided.

Fiscal Year
1997

Fiscal Year
1998

Fiscal Year
1999

Fiscal Year
2000

Number of legible copies of corporation records made from microfiche/microfilm

5,000

5,200

5,400

5,600

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Funding request for a Microfiche/Microfilm Reader Printer. This is a one-time expense.

REQUEST

Expense & Equipment

0101 General Revenue \$14,000 0.00 FTE

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DECISION ITEM RANK 008
 DECISION ITEM NO. 047 NAME: MICROFILM READER PRINTER

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
OFFICE & COMM EQUIP PURCHASE	-----	-----	14,000	14,000
TOTAL EQUIPMENT	-----	-----	14,000	14,000
SOURCE OF FUND SUMMARY				
GEN REV FUND			14,000	14,000
GRAND TOTAL	=====	=====	14,000	14,000
	=====	=====	=====	=====

STAFF SERVICES

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: Staff Services

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$1,069,030		21.50	
FY 1998 One-Time Expenditures				
	<u>\$0</u>		<u>0.00</u>	
Total One-Times		\$0		0.00
Approps - Vetoes- One- Times		<u>\$1,069,030</u>		<u>21.50</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions				
	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u>\$1,069,030</u>		<u>21.50</u>

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DECISION ITEM FINANCIAL SUMMARY
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 STAFF CORE	2 / 16 STAFF WITHIN GRADE	11 / 16 STAFF VEHICLE	TOTAL
PERSONAL SERVICES						
GENERAL REVENUE	670,485	689,390	689,390 <697,574 >	27,576 <27,576 >		716,966 <725,150 >
TECHNOLOGY TRUS						
TOTAL	670,485	689,390	689,390 <697,574 >	27,576 <27,576 >		716,966 <725,150 >
EXPENSE AND EQUIPMENT						
GENERAL REVENUE	388,760	379,640	379,640 <379,640 >		20,950 <20,950 >	400,590 <400,590 >
TECHNOLOGY TRUS						
TOTAL	388,760	379,640	379,640 <379,640 >		20,950 <20,950 >	400,590 <400,590 >
PROGRAM SPECIFIC DIST						
TECHNOLOGY TRUS						
TOTAL						
GRAND TOTAL	1,059,245	1,069,030	1,069,030 <1,077,214 >	27,576 <27,576 >	20,950 <20,950 >	1,117,556 <1,125,740 >
SOURCE OF FUNDS SUMMARY						
GENERAL REVENUE	1,059,245	1,069,030	1,069,030 <1,077,214 >	27,576 <27,576 >	20,950 <20,950 >	1,117,556 <1,125,740 >
NO. EMPLOYEE FTES	20.52	21.50	21.50 <21.50>			21.50 <21.50>

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DECISION ITEM RANK 001
 DECISION ITEM NO. 005 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE	689,390	689,390	697,574
TOTAL PERSONAL SERVICE	689,390	689,390	697,574
EXPENSE & EQUIPMENT			
GENERAL REVENUE	379,640	379,640	379,640
TOTAL EXPENSE & EQUIP	379,640	379,640	379,640
PROGRAM SPECIFIC DIST			
TOTAL PROGRAM SPECIFIC			
TOTAL DECISION ITEM	1,069,030	1,069,030	1,077,214
NO. EMPLOYEE FTE	21.50	21.50	21.50

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STAFF SERVICES 23175 DECISION ITEM ABSTRACT: CORE REQUEST Expense & Equipment 0101 General Revenue \$379,640 Personnel Service 0101 General Revenue \$689,390 21.5 FTE	DECISION ITEM NAME: CORE REQUEST
	STRATEGIC ISSUE: Provide quality customer service, enhance information access, provide leadership and expertise in business and information systems, and develop and manage human resources.
	DEPARTMENT GOAL: Maintain and improve current service to all public and private customers.
	STRATEGIC PLAN REFERENCE PAGE: 9, 10, 14, 18

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

This core request represents resources for the continued operation of Department programs, which include:

- The productive coordination of the various divisions of the Office of the Secretary of State. This includes the creation and definition of policy and the direction for implementation of these policies. Priority outcomes for FY 1999 include:
 - Strategic planning for the Office of the Secretary of State
 - Optimal structuring of the organization to meet the operational needs of the Office of the Secretary of State
 - The establishment and maintenance of organizational policies and procedures
- The review, editing, and publication of proposed and final state agency rules and regulations in the *Missouri Register* and the *Code of State Regulations*. This requires reviewing the rules and regulations for legal supporting documentation as well as for uniform format and organization, filing of the rules, and certification of the regulations. Priority outcomes for FY99 include:
 - Timely and accurate publication of the register and code.
 - Improved indexing of the code and register
 - Upgrading the automated records of the code and register

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Timely and accurate publication of the Missouri Register and the CSR	36 times per year	36 times per year	36 times per year	36 times per year

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished? Continue to provide leadership and expertise in business and information systems to state and local governments. This will be accomplished by continued strategic planning, coordination with other government agencies, and the commitment of resources to achieve the planned objectives. Enhance information access for governmental and constituent customers.
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4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Pages of the Missouri Register and CSR published	8,781	9,900	10,200	10,400
Copies of Missouri Register and the CSR delivered	27,588	27,000	27,000	27,000

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail. Core budget request. There were no one-time costs in FY 1998. CORE REQUEST Expense and Equipment 0101 General Revenue \$379,640 Personnel Service 0101 General Revenue \$689,390 21.50 FTE Total by Fund 0101 General Revenue \$1,069,030

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DECISION ITEM RANK 001
DECISION ITEM NO. 005 NAME: CORE REQUEST

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE		CURRENT YEAR FUNDED POSITIONS		BUDGET YEAR REQUEST		GOVERNOR RECOMMENDS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SECRETARY OF STATE	1.00	83,621	1.00	86,108	1.00	86,108	1.00	86,108
EXECUTIVE DEP SEC OF STATE	.97	67,278	1.00	73,078	1.00	73,078	1.00	73,078
EXECUTIVE ASSISTANT	1.00	36,456	1.00	38,338	1.00	38,338	1.00	38,338
ADMINISTRATIVE RULES DIR	1.04	38,053	1.00	42,056	1.00	42,056	1.00	42,056
ADMINISTRATIVE SECRETARY	1.04	26,409	1.00	26,797	1.00	26,797	1.00	26,797
EXECUTIVE SECRETARY	1.81	53,700	2.00	62,564	2.00	62,564	2.00	62,564
CUSTODIAN		5,697	.50	5,788	.50	5,788	.50	5,788
ADMINISTRATIVE RULES EDITOR	2.01	50,460	2.00	53,102	2.00	53,102	2.00	53,102
CLERK TYPIST II	1.89	33,139	2.00	36,194	2.00	36,194	2.00	36,194
ASSISTANT EDITOR	2.01	43,272	2.00	45,555	2.00	45,555	2.00	45,555
PART-TIME SUMMER	1.35	14,301	1.00	1,189	1.00	1,189	1.00	1,189
PART-TIME OTHER	.10	1,558	1.00	3,356	1.00	3,356	1.00	3,356
GENERAL COUNSEL	1.00	55,440	1.00	58,272	1.00	58,272	1.00	58,272
PUBLIC INFORMATION OFFICER	1.00	40,840	1.00	43,177	1.00	43,177	1.00	43,177
ASST GENERAL COUNSEL	1.29	47,613	1.00	37,357	1.00	37,357	1.00	37,357
ADMINISTRATIVE AIDE II	2.01	46,236	2.00	48,667	2.00	48,667	2.00	48,667
ADMINISTRATIVE AIDE III	1.00	26,412	1.00	27,792	1.00	27,792	1.00	27,792
FUND SUBTOTAL								
GEN REV FUND	20.52	670,485	21.50	689,390	21.50	689,390	21.50	689,390
TECHNOLOGY TRUS								
FORM 6 SUBTOTAL	20.52	670,485	21.50	689,390	21.50	689,390	21.50	689,390
FLEXIBLE BENEF								
GEN REV FUND								1,290
COST OF LIVING								
GEN REV FUND								6,894
TOTAL DECISION								
GEN REV FUND	20.52	670,485	21.50	689,390	21.50	689,390	21.50	697,574
TECHNOLOGY TRUS								
GRAND TOTAL	20.52	670,485	21.50	689,390	21.50	689,390	21.50	697,574

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DECISION ITEM RANK 001
 DECISION ITEM NO. 005 NAME: CORE REQUEST

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
TRAVEL AND VEHICLE EXPENSE	30,626	22,092	22,092	22,092
OFFICE EXPENSE	203,969	277,727	277,727	277,727
OFFICE & COMM EQUIP PURCHASE	31,189	8,300	8,300	8,300
COMMUNICATIONS EXPENSE	8,835	25,000	25,000	25,000
INST AND PHYS PLANT EXPENSE	78			
DATA PROC EXPENSE & EQUIPMENT	52,925	15,211	15,211	15,211
PROFESSIONAL SERVICES	31,928	15,000	15,000	15,000
OTHER EXPENSES	29,210	16,310	16,310	16,310
TOTAL EQUIPMENT	388,760	379,640	379,640	379,640
SOURCE OF FUND SUMMARY				
GEN REV FUND	388,760	379,640	379,640	379,640
TECHNOLOGY TRUS				
GRAND TOTAL	388,760	379,640	379,640	379,640

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DECISION ITEM RANK 002
DECISION ITEM NO. 030 NAME: WITHIN GRADE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE GENERAL REVENUE		27,576	27,576
TOTAL PERSONAL SERVICE		27,576	27,576
TOTAL DECISION ITEM		27,576	27,576

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 002 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STAFF SERVICES 23175 DECISION ITEM ABSTRACT: WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$27,576 21.50 FTE	DECISION ITEM NAME: WITHIN GRADE
	STRATEGIC ISSUE: Reward quality performance and professionalism and maintain a competitive compensation program.
	DEPARTMENT GOAL: Human resource management and development.
	STRATEGIC PLAN REFERENCE PAGE: 18

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Office of the Secretary of State employs the services of over 250 individuals in order to perform its statutory obligations to provide services to the citizens of the state of Missouri. To attract and retain quality personnel with the required skills, this office must offer compensation comparable to private employment and which keeps pace with inflationary living costs. Therefore, a 4% within grade increase is requested for all employees. This will allow the office to maintain the high level of service expected from the Office of the Secretary of State.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Personnel of the Office of the Secretary of State will: - Have appropriate skills - Improve and expand public services - Continue in state government service				

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide a 4% within grade salary increase for all employees beginning on July 1, 1998.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Current level of services will be maintained				

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.
The within grade request was determined by taking the FY 1998 personal service core and increasing it by 4% WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$27,576 21.50 FTE

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DECISION ITEM RANK 002
DECISION ITEM NO. 030 NAME: WITHIN GRADE

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE FTE AMOUNT	CURRENT YEAR FUNDED POSITIONS FTE AMOUNT	BUDGET YEAR REQUEST FTE AMOUNT	GOVERNOR RECOMMENDS FTE AMOUNT
SECRETARY OF STATE		1.00	3,447	1.00 3,447
EXECUTIVE DEP SEC OF STATE		1.00	2,939	1.00 2,939
EXECUTIVE ASSISTANT		1.00	1,549	1.00 1,549
ADMINISTRATIVE RULES DIR		1.00	1,553	1.00 1,553
ADMINISTRATIVE SECRETARY		1.00	1,067	1.00 1,067
EXECUTIVE SECRETARY		2.00	2,560	2.00 2,560
CUSTODIAN		.50	238	.50 238
ADMINISTRATIVE RULES EDITOR		2.00	2,155	2.00 2,155
CLERK TYPIST II		2.00	1,452	2.00 1,452
ASSISTANT EDITOR		2.00	1,853	2.00 1,853
PART-TIME SUMMER		1.00	62	1.00 62
PART-TIME OTHER		1.00	150	1.00 150
GENERAL COUNSEL		1.00	2,346	1.00 2,346
PUBLIC INFORMATION OFFICER		1.00	1,742	1.00 1,742
ASSISTANT GENERAL COUNSEL		1.00	1,528	1.00 1,528
ADMINISTRATIVE AIDE II		2.00	1,957	2.00 1,957
ADMINISTRATIVE AIDE III		1.00	978	1.00 978
FUND SUBTOTAL		21.50	27,576	21.50 27,576
GEN REV FUND		21.50	27,576	21.50 27,576
FORM 6 SUBTOTAL				
TOTAL DECISION		21.50	27,576	21.50 27,576
GEN REV FUND		21.50	27,576	21.50 27,576
GRAND TOTAL				

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DECISION ITEM RANK 011
DECISION ITEM NO. 048 NAME: REPLACEMENT VEHICLE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT GENERAL REVENUE		20,950	20,950
TOTAL EXPENSE & EQUIP		20,950	20,950
TOTAL DECISION ITEM		20,950	20,950

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 011 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STAFF SERVICES 23175 DECISION ITEM ABSTRACT: Funding for replacement vehicle. This funding is one-time. REQUEST Expense & Equipment 0101 General Revenue \$20,950 0.00 FTE	DECISION ITEM NAME: REPLACEMENT VEHICLE
	STRATEGIC ISSUE: The Office of Secretary of State is provided with state vehicles in recognition of the significant travel requirements directly attributed to fulfilling the numerous duties of the office staff.
	DEPARTMENT GOAL: Replace vehicle with mileage in excess of historical guidelines.
	STRATEGIC PLAN REFERENCE PAGE: 9

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The best way to ensure the reliability of a vehicle is to conduct preventative maintenance and replace vehicles at recognized mileage thresholds. As of August, 1997, the vehicle to be replaced had 127,000 miles (historically a guideline used for replacement criteria is 100,000 miles). All vehicles in the fleet exceed this threshold; therefore, fleet management reliability is questionable and costly. The Secretary of State seeks funding to replace this vehicle in order to control maintenance costs and provide the office with a reliable means of travel.

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
N/A				

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Objective:

- This decision item will enable office staff to utilize a cost-effective and reliable mode of transportation in order to administer the responsibilities of the office.

Strategy:

- Funding this item will allow for purchase of a vehicle through the competitive bid process during FY99 in order to replace the current vehicle that exceeds normal mileage guidelines.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
N/A				

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

This vehicle (a 1989 model) will be replaced by a large 4-door sedan. This funding request is one-time.

\$20,950 – Price of replacement vehicle (Source: Budget & Planning FY 99 Guidelines)

This vehicle is driven approximately 15,875 miles per year. The cost to reimburse office staff for use of a personal vehicle if this request is not granted is:

Miles 15,875

Cost \$0.285

\$4,524

Vehicle pays for itself in 5 years or less (\$20,950 divided by \$4,524 per year). Due to maintenance costs and the lack of reliability, this vehicle has not been used as much over the last year.

REQUEST

Expense and Equipment

0101 General Revenue \$20,950 0.00 FTE

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EXPENSE AND EQUIPMENT
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DECISION ITEM RANK 011
 DECISION ITEM NO. 048 NAME: REPLACEMENT VEHICLE

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
TRANSP EQUIPMENT PURCHASE	-----	-----	20,950	20,950
TOTAL EQUIPMENT			20,950	20,950
SOURCE OF FUND SUMMARY				
GEN REV FUND			20,950	20,950
GRAND TOTAL	=====	=====	20,950	20,950

SECURITIES

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: Securities

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$587,769		20.50	
FY 1998 One-Time Expenditures				
	<u>\$0</u>		<u>0.00</u>	
Total One-Times		\$0		0.00
Approps - Vetoes- One- Times		<u>\$587,769</u>		<u>20.50</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions				
	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$587,769</u></u>		<u><u>20.50</u></u>

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DECISION ITEM FINANCIAL SUMMARY
 FORM 4

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 SECURITIES CORE	2 / 16 SECURITIES WITHIN GRADE	13 / 16 SEC/BUS 1.5 FTE	TOTAL
PERSONAL SERVICES						
GENERAL REVENUE	507,245	537,830	537,830 <544,228 >	21,513 <21,513 >	30,912 <30,912 >	590,255 <596,653 >
SEC ST INSTIT	22,224	95,109	95,109 <96,270 >	3,805 <3,805 >		98,914 <100,075 >
TOTAL	529,469	632,939	632,939 <640,498 >	25,318 <25,318 >	30,912 <30,912 >	689,169 <696,728 >
EXPENSE AND EQUIPMENT						
GENERAL REVENUE	38,768	49,939	49,939 <49,939 >		14,260 <14,260 >	64,199 <64,199 >
SEC ST INSTIT	74,896	113,464	113,464 <113,464 >			113,464 <113,464 >
TOTAL	113,664	163,403	163,403 <163,403 >		14,260 <14,260 >	177,663 <177,663 >
PROGRAM SPECIFIC DIST						
INVESTOR EDUC		50,000	50,000 <50,000 >			50,000 <50,000 >
TOTAL		50,000	50,000 <50,000 >			50,000 <50,000 >
GRAND TOTAL	643,133	846,342	846,342 <853,901 >	25,318 <25,318 >	45,172 <45,172 >	916,832 <924,391 >
SOURCE OF FUNDS SUMMARY						
GENERAL REVENUE	546,013	587,769	587,769 <594,167 >	21,513 <21,513 >	45,172 <45,172 >	654,454 <660,852 >
INVESTOR EDUC		50,000	50,000 <50,000 >			50,000 <50,000 >
SEC ST INSTIT	97,120	208,573	208,573 <209,734 >	3,805 <3,805 >		212,378 <213,539 >
NO. EMPLOYEE FTES	17.74	20.50	20.50 <20.50>		1.50 <1.50>	22.00 <22.00>

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 001
DECISION ITEM NO. 006 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE	537,830	537,830	544,228
SEC ST INSTIT	95,109	95,109	96,270
TOTAL PERSONAL SERVICE	632,939	632,939	640,498
EXPENSE & EQUIPMENT			
GENERAL REVENUE	49,939	49,939	49,939
SEC ST INSTIT	113,464	113,464	113,464
TOTAL EXPENSE & EQUIP	163,403	163,403	163,403
PROGRAM SPECIFIC DIST			
INVESTOR EDUC	50,000	50,000	50,000
TOTAL PROGRAM SPECIFIC	50,000	50,000	50,000
TOTAL DECISION ITEM	846,342	846,342	853,901
NO. EMPLOYEE FTE	20.50	20.50	20.50

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE SECURITIES 23178	DECISION ITEM NAME: CORE REQUEST
DECISION ITEM ABSTRACT: CORE REQUEST Expense & Equipment 0101 General Revenue \$49,939 0929 Institutional Gift Trust Fund \$113,464 Personnel Service 0101 General Revenue \$537,830 17.00 FTE 0929 Institutional Gift Trust Fund \$95,109 3.50 FTE Program Specific Distribution 0829 Investor Education \$50,000	STRATEGIC ISSUE: Provide quality customer service, enhance information access, provide leadership and expertise in business and information systems, manage and develop human resources, and provide investor protection for the citizens of the state of Missouri. DEPARTMENT GOAL: Maintain and improve current service to all public and private customers.
	STRATEGIC PLAN REFERENCE PAGE: 9, 10, 14, 18

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

This core request represents resources for the continued operation of Department programs, which include:

The protection of Missouri investors from investment fraud. This includes the registration of certain securities sold within the state, the registration of securities salespersons, the maintenance of orderly security markets in the state, and education of Missouri investors against fraud. Priority outcomes for FY 1999 include:

- Investigate and take action against cases of alleged securities law violations
- Register qualified broker-dealers, agents, investment advisors, and investor advisor representatives
- Examine securities companies and their branches
- Maintain a toll-free telephone line to answer investor questions and allow citizens to report
- Provide educational visits and material to target groups of citizens
- Provide resources for a stock market game designed to educate students in Missouri school

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Percentage of enforcement complaints that result in resolution or official action	40	45	50	55
Number of enforcement complaints reported or initiated	235	250	275	300

3. OBJECTIVES – Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide leadership and expertise in business and information systems.

- Continue to provide leadership and expertise in business and information systems to state and local governments. This will be accomplished by continued strategic planning, coordination with other government agencies, and the commitment of resources to achieve the planned objectives.

3. **OBJECTIVES** – Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide investor protection for the citizens of the state of Missouri.

- Reduce the number of fraudulent securities sellers operating in Missouri. This will require investigation, auditing, and enforcement of consent agreements to ensure that fraudulent securities sellers do not transact business in Missouri.

4. **OBJECTIVE MEASURES** - Identify and quantify the services to be provided.

Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
15	20 - 22	20 - 28	30 - 40
1,648	1,813	2,085	2,200
1,329	1,400	1,425	1,450
56,000	57,000	58,000	59,000
730	775	800	825
3,500	3,600	3,700	3,800

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Core budget request. There were no one-time costs in FY1998.

CORE REQUEST

Expense & Equipment

0101 General Revenue	\$49,939
0929 Institutional Gift Trust Fund	\$113,464

Personnel Service

0101 General Revenue	\$537,830	17.00 FTE
0929 Institutional Gift Trust Fund	\$95,109	3.50 FTE

Program Specific Distribution

0829 Investor Education	\$50,000
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Total by Fund

0101 General Revenue	\$587,769
0929 Institutional Gift Trust Fund	\$208,573
0829 Investor Education	\$50,000

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DECISION ITEM RANK 001

DECISION ITEM NO. 006 NAME: CORE REQUEST

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE		CURRENT YEAR FUNDED POSITIONS		BUDGET YEAR REQUEST		GOVERNOR RECOMMENDS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
SECURITIES DIRECTOR	1.00	54,444	1.00	58,272	1.00	58,272	1.00	58,272
CHIEF OF REGISTRATION	1.00	40,668	1.00	42,761	1.00	42,761	1.00	42,761
CLERK TYPIST II			.50	7,968	.50	7,968	.50	7,968
CLERK TYPIST III	1.00	21,969	1.00	21,444	1.00	21,444	1.00	21,444
LICENSING COORDINATOR	1.00	21,778	1.00	23,448	1.00	23,448	1.00	23,448
INVESTIGATOR III	.93	28,315	1.00	30,616	1.00	30,616	1.00	30,616
SECURITIES ENFORC. AUDITOR II	1.00	39,732	1.00	41,779	1.00	41,779	1.00	41,779
SECURITIES ENFOR. AUDITOR I	1.00	35,928	1.00	37,785	1.00	37,785	1.00	37,785
LICENSING CLERK	1.09	16,360	1.00	19,300	1.00	19,300	1.00	19,300
INVESTORS ED SPECIALIST	1.00	22,224	1.00	23,433	1.00	23,433	1.00	23,433
INVESTIGATOR I			1.00	31,188	1.00	31,188	1.00	31,188
INVESTIGATOR II	2.74	74,610	3.00	84,219	3.00	84,219	3.00	84,219
SECURITIES COUNSEL	.95	40,693	2.00	72,572	2.00	72,572	2.00	72,572
CHIEF OF LICENSING	1.00	41,268	1.00	43,391	1.00	43,391	1.00	43,391
LICENSING ASSISTANT	2.03	39,628	2.00	40,197	2.00	40,197	2.00	40,197
ADMINISTRATIVE AIDE III	1.00	24,336	1.00	25,613	1.00	25,613	1.00	25,613
ACCOUNT EXAMINER II	1.00	27,516	1.00	28,953	1.00	28,953	1.00	28,953
FUND SUBTOTAL								
GEN REV FUND	16.74	507,245	17.00	537,830	17.00	537,830	17.00	537,830
SEC ST INSTIT	1.00	22,224	3.50	95,109	3.50	95,109	3.50	95,109
FORM 6 SUBTOTAL	17.74	529,469	20.50	632,939	20.50	632,939	20.50	632,939
FLEXIBLE BENEF								
GEN REV FUND								1,020
SEC ST INSTIT								210
COST OF LIVING								
GEN REV FUND								5,378
SEC ST INSTIT								951
TOTAL DECISION								
GEN REV FUND	16.74	507,245	17.00	537,830	17.00	537,830	17.00	544,228
SEC ST INSTIT	1.00	22,224	3.50	95,109	3.50	95,109	3.50	96,270
GRAND TOTAL	17.74	529,469	20.50	632,939	20.50	632,939	20.50	640,498

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EXPENSE AND EQUIPMENT
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DECISION ITEM RANK 001
 DECISION ITEM NO. 006 NAME: CORE REQUEST

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
TRAVEL AND VEHICLE EXPENSE	5,978	26,500	26,500	26,500
OFFICE EXPENSE	18,561	69,425	69,425	69,425
OFFICE AND COMM EQUIP PURCHASE	1,336	15,225	15,225	15,225
COMMUNICATIONS EXPENSE	2,195	15,000	15,000	15,000
INST AND PHYS PLANT EXPENSE	3,400			
DATA PROC EXPENSE & EQUIPMENT	25,727	7,680	7,680	7,680
PROFESSIONAL SERVICES	2,344	20,659	20,659	20,659
OTHER EXPENSES	54,123	8,914	8,914	8,914
TOTAL EQUIPMENT	113,664	163,403	163,403	163,403
SOURCE OF FUND SUMMARY				
GEN REV FUND	38,768	49,939	49,939	49,939
SEC ST INSTIT	74,896	113,464	113,464	113,464
GRAND TOTAL	113,664	163,403	163,403	163,403

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DECISION ITEM RANK 002
DECISION ITEM NO. 035 NAME: WITHIN GRADE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE		21,513	21,513
SEC ST INSTIT		3,805	3,805
TOTAL PERSONAL SERVICE		25,318	25,318
TOTAL DECISION ITEM		25,318	25,318

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 002 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE SECURITIES 23178 DECISION ITEM ABSTRACT: WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$21,513 17.00 FTE 0929 Institutional Gift Trust <u>\$3,805</u> 3.50 FTE \$25,318 20.50 FTE	DECISION ITEM NAME: WITHIN GRADE
	STRATEGIC ISSUE: Reward quality performance and professionalism and maintain a competitive compensation program.
	DEPARTMENT GOAL: Human resource management and development.
	STRATEGIC PLAN REFERENCE PAGE: 18

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Office of the Secretary of State employs the services of over 250 individuals in order to perform its statutory obligations to provide services to the citizens of the state of Missouri. To attract and retain quality personnel with the required skills, this office must offer compensation comparable to private employment and which keeps pace with inflationary living costs. Therefore, a 4% within grade increase is requested for all employees. This will allow the office to maintain the high level of service expected from the Office of the Secretary of State.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Personnel of the Office of the Secretary of State will: - Have appropriate skills - Improve and expand public services - Continue in state government service				

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide a 4% within grade salary increase for all employees beginning on July 1, 1998.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Current level of services will be maintained.				

5. COST EXPLANATION - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.			
The within grade request was determined by taking the FY 1998 personal service core and increasing it by 4%.			
WITHIN GRADE REQUEST			
Personal Service			
0101 General Revenue	\$21,513	17.00 FTE	
0929 Institutional Gift Trust	<u>\$3,805</u>	3.50 FTE	
	\$25,318	20.50 FTE	

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PERSONAL SERVICES
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DECISION ITEM RANK 002
 DECISION ITEM NO. 035 NAME: WITHIN GRADE

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PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE FTE AMOUNT	CURRENT YEAR FUNDED POSITIONS FTE AMOUNT	BUDGET YEAR REQUEST FTE AMOUNT	GOVERNOR RECOMMENDS FTE AMOUNT
SECURITIES DIRECTOR			1.00 2,347	1.00 2,347
CHIEF OF REGISTRATION			1.00 1,725	1.00 1,725
CLERK TYPIST III			.50 390	.50 390
CLERK TYPIST III			1.00 873	1.00 873
LICENSING COORDINATOR			1.00 953	1.00 953
INVESTIGATOR III			1.00 1,239	1.00 1,239
SECURITIES ENFORC AUDITOR II			1.00 1,686	1.00 1,686
SECURITIES ENFOR AUDITOR I			1.00 1,526	1.00 1,526
LICENSING CLERK			1.00 864	1.00 864
INVESTOR ED SPECIALIST			1.00 1,077	1.00 1,077
INVESTIGATOR I			1.00 995	1.00 995
INVESTIGATOR II			3.00 3,413	3.00 3,413
SECURITIES COUNSEL			2.00 2,560	2.00 2,560
CHIEF OF LICENSING			1.00 1,751	1.00 1,751
LICENSING ASSISTANT			2.00 1,707	2.00 1,707
ADMINISTRATIVE AIDE III			1.00 1,039	1.00 1,039
ACCOUNT EXAMINER II			1.00 1,173	1.00 1,173
FUND SUBTOTAL				
GEN REV FUND			17.00 21,513	17.00 21,513
SEC ST INSTIT			3.50 3,805	3.50 3,805
FORM 6 SUBTOTAL			20.50 25,318	20.50 25,318
TOTAL DECISION				
GEN REV FUND			17.00 21,513	17.00 21,513
SEC ST INSTIT			3.50 3,805	3.50 3,805
GRAND TOTAL			20.50 25,318	20.50 25,318

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DECISION ITEM RANK 013
DECISION ITEM NO. 049 NAME: LICENSING ASST/CLERK TYPIST II

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE		30,912	30,912
TOTAL PERSONAL SERVICE		30,912	30,912
EXPENSE & EQUIPMENT			
GENERAL REVENUE		14,260	14,260
TOTAL EXPENSE & EQUIP		14,260	14,260
TOTAL DECISION ITEM		45,172	45,172
NO. EMPLOYEE FTE		1.50	1.50

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 013 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE SECURITIES 23178	DECISION ITEM NAME: 1 FTE LICENSING ASSISTANT (SECURITIES) AND .5 FTE CLERK TYPIST II (BUSINESS SERVICES, COMMISSION DIVISION) – CHILD SUPPORT ENFORCEMENT COMPLIANCE										
DECISION ITEM ABSTRACT: Addition of 1.5 FTE -- 1 FTE related to the processing, notifying and record keeping associated with licensure suspensions of registered broker-dealers, agents, investment advisers and investment adviser representatives and .5 FTE related to the processing of withdrawal of notary public commissions.	STRATEGIC ISSUE: SB 361, the Child Support Enforcement Act, requires that the Office of Secretary of State's Securities and Commissions Division suspend or revoke various securities licenses and withdraw notary public commissions if a non-custodial parent is delinquent in paying child support.										
REQUEST <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Securities Ongoing</td> <td style="width: 30%; text-align: right;">\$22,956</td> </tr> <tr> <td>Securities One-time</td> <td style="text-align: right;">6,830</td> </tr> <tr> <td>Business Services Ongoing</td> <td style="text-align: right;">8,556</td> </tr> <tr> <td>Business Services One-time</td> <td style="text-align: right;"><u>6,830</u></td> </tr> <tr> <td>0101 General Revenue</td> <td style="text-align: right;">\$45,172</td> </tr> </table> 1.5 FTE	Securities Ongoing	\$22,956	Securities One-time	6,830	Business Services Ongoing	8,556	Business Services One-time	<u>6,830</u>	0101 General Revenue	\$45,172	DEPARTMENT GOAL: To ensure that non-custodial parents who are delinquent in providing child support have their licenses to sell securities revoked and their notary commissions withdrawn.
Securities Ongoing	\$22,956										
Securities One-time	6,830										
Business Services Ongoing	8,556										
Business Services One-time	<u>6,830</u>										
0101 General Revenue	\$45,172										
STRATEGIC PLAN REFERENCE PAGE: 19											

1. OUTCOMES, EXPLANATION, AND RATIONALE – What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
<u>Outcome:</u> Non-custodial parents who are delinquent in providing child support will have their licenses to sell securities revoked and their notary commissions withdrawn. <u>Problem:</u> The Securities Department licenses securities broker-dealers, agents, investment advisers, and investment adviser representatives. The Commission Division is responsible for appointing and commissioning notaries public. Based upon the Division of Child Support Enforcement's estimated volume of licensing information requests and licensing suspension actions, one additional FTE is required to process licensing information requests, suspensions, and update Securities Department records, and an additional .5 FTE is necessary to process notary public commission withdrawals and update Commission Division records. <u>Relation to Strategic Issue:</u> The licensing of securities broker-dealers, agents, investment advisers, and investment adviser representatives and the commissioning notaries public are the responsibility of the Office of Secretary of State. <u>Positive Impact If Funded:</u> Non-custodial parents who are delinquent in providing child support will have their licenses to sell securities revoked and their notary commissions withdrawn. <u>Negative Impact If Not Funded:</u> Failure to fund this item would allow non-custodial parents who are delinquent in providing child support to continue to have licenses to sell securities and notary commissions.

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000	Fiscal Year 2001
Estimated combined number of licensing information requests, license suspensions and commission withdrawals	N/A	18,872	19,815	20,806

3. OBJECTIVES – Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
<u>Objectives:</u> 1. Ensure that non-custodial parents who are delinquent in providing child support have their licenses to sell securities revoked and their notary public commissions withdrawn. <u>Strategies:</u> 1. Provide specific licensing information to the Division of Child Support Enforcement. 2. Manually process information requests and provide printed response. 3. Update records to indicate any subsequent revocation, suspension or withdrawal.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000	Fiscal Year 2001
Estimated combined number of licensing information requests, license suspensions and commission withdrawal.	N/A	18,872	19,815	20,806

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Personal Services

Licensing Assistant (Range 16, Budget Step)	\$22,656	1.00 FTE
Clerk Typist II (Range 9, Budget Step)	<u>\$ 8,256</u>	.50 FTE
	\$30,912	1.50 FTE

Expense and Equipment

Ongoing Operating Expenses
Office Supplies \$300 X 2 = \$600

One-time Expense
System Furniture

Chair	\$245 X 2 =	\$490
Side chair	\$125 X 2 =	\$250
System Furniture	\$4100 X 2 =	\$8,200
Calculator	\$60 X 2 =	\$120
PC	\$2000 X 2 =	\$4,000
PC Software	\$300 X 2 =	<u>\$600</u>
		\$13,660

REQUEST

Securities Ongoing	\$22,956	
Securities One-time	\$6,830	
Business Services Ongoing	\$8,556	
Business Services One-time	<u>\$6,830</u>	
0101 General Revenue	\$45,172	1.5 FTE

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DECISION ITEM RANK 013

DECISION ITEM NO. 049 NAME: LICENSING ASST/CLERK TYPIST II

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE FTE AMOUNT	CURRENT YEAR FUNDED POSITIONS FTE AMOUNT	BUDGET YEAR REQUEST FTE AMOUNT	GOVERNOR RECOMMENDS FTE AMOUNT
CLERK TYPIST II			.50	.50
LICENSING ASSISTANT			1.00	1.00
				8,256
				22,656
FUND SUBTOTAL			1.50	1.50
GEN REV FUND			1.50	1.50
FORM 6 SUBTOTAL				30,912
				30,912
TOTAL DECISION			1.50	1.50
GEN REV FUND			1.50	1.50
GRAND TOTAL				30,912
				30,912

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EXPENSE AND EQUIPMENT
 FORM 7

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DECISION ITEM RANK 013
 DECISION ITEM NO. 049 NAME: LICENSING ASST/CLERK TYPIST II

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
OFFICE EXPENSE			600	600
OFFICE & COMM EQUIP PURCHASE			9,060	9,060
DATA PROC EXPENSE & EQUIPMENT			4,600	4,600
TOTAL EQUIPMENT	-----	-----	14,260	14,260
SOURCE OF FUND SUMMARY				
GEN REV FUND			14,260	14,260
GRAND TOTAL	=====	=====	14,260	14,260
	=====	=====	=====	=====

STATE LIBRARY

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: State Library

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$1,083,692		20.90	
FY 1998 One-Time Expenditures				
	<u>(\$16,600)</u>		<u>0.00</u>	
Total One-Times		(\$16,600)		0.00
Approps - Vetoes- One- Times		<u>\$1,067,092</u>		<u>20.90</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$1,067,092</u></u>		<u><u>20.90</u></u>

LEVEL 1 SECRETARY OF STATE
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DECISION ITEM FINANCIAL SUMMARY
 FORM 4

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 LIBRARY CORE	2 / 16 LIBRARY WITHIN GRADE	TOTAL
PERSONAL SERVICES					
GENERAL REVENUE	580,117	622,411	622,411	24,896	647,307
			<629,889 >	<24,896 >	<654,785 >
FEDERAL FUNDS	233,907	446,547	446,547	17,862	464,409
			<451,906 >	<17,862 >	<469,768 >
TOTAL	814,024	1,068,958	1,068,958	42,758	1,111,716
			<1,081,795 >	<42,758 >	<1,124,553 >
EXPENSE AND EQUIPMENT					
GENERAL REVENUE	399,821	461,281	444,681		444,681
			<444,681 >		<444,681 >
FEDERAL FUNDS	178,261	133,574	133,574		133,574
			<133,574 >		<133,574 >
TOTAL	578,082	594,855	578,255		578,255
			<578,255 >		<578,255 >
GRAND TOTAL	1,392,106	1,663,813	1,647,213	42,758	1,689,971
			<1,660,050 >	<42,758 >	<1,702,808 >
SOURCE OF FUNDS SUMMARY					
GENERAL REVENUE	979,938	1,083,692	1,067,092	24,896	1,091,988
			<1,074,570 >	<24,896 >	<1,099,466 >
FEDERAL FUNDS	412,168	580,121	580,121	17,862	597,983
			<585,480 >	<17,862 >	<603,342 >
NO. EMPLOYEE FTES	30.64	35.80	35.80		35.80
			<35.80>		<35.80>

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PROGRAM DECISION ITEM
FORM 5

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DECISION ITEM RANK 001
DECISION ITEM NO. 011 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE	622,411	622,411	629,889
FEDERAL	446,547	446,547	451,906
TOTAL PERSONAL SERVICE	1,068,958	1,068,958	1,081,795
EXPENSE & EQUIPMENT			
GENERAL REVENUE	461,281	444,681	444,681
FEDERAL	133,574	133,574	133,574
TOTAL EXPENSE & EQUIP	594,855	578,255	578,255
TOTAL DECISION ITEM	1,663,813	1,647,213	1,660,050
NO. EMPLOYEE FTE	35.80	35.80	35.80

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE STATE LIBRARY STATE LIBRARY OPERATIONS 23418	DECISION ITEM NAME: CORE REQUEST
DECISION ITEM ABSTRACT: CORE REQUEST Expense & Equipment 0101 General Revenue \$444,681 0195 Federal Fund \$133,574 Personal Service 0101 General Revenue \$622,411 20.90 FTE 0195 Federal Fund \$446,547 14.90 FTE Total by Fund 0101 General Revenue \$1,067,092 0195 Federal Fund \$580,121	STRATEGIC ISSUE: Provide quality customer service, enhance information access, provide leadership and expertise in information services, effectively utilize information technology, manage and develop human resources, and promote the establishment and development of stronger libraries. DEPARTMENT GOAL: To improve library service in Missouri and in state government. STRATEGIC PLAN REFERENCE PAGE: 9, 10, 14, 15, 18, 21

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

This core request represents resources for the continued operation of the State Library which includes:

- Office of the State Librarian
 - The State Librarian acting for the Secretary of State has statutory responsibility for nine legislatively mandated services under Chapter 181.
- Reference Services to state government and the provision of a special library serving state government. This includes:
 - Operating a special library for state agency personnel, the offices and staff of Missouri's elected officials, the legislature, and the general public. This collection consists of 76,000 cataloged books, 418 periodical subscriptions, 21 newspaper subscriptions, 165,000 federal documents, and 50,000 state documents.
 - Serving as the official depository collection for publications from the state and federal government.
 - Operating the statewide document depository library system for all state publications issued for public distribution. Publications are sent to 44 public and academic libraries within the state to assure widespread distribution of state agency materials.
 - Offering daily reference and interlibrary loan service for state agency research staff, including a telephone and walk-in reference assistance staff, photocopying and duplication service, a newspaper clipping services ("**Keeping Up**"), electronic database searching, monthly current awareness bibliographies ("**Info-To-Go**"), and contents routings.
- Library Development Services to libraries throughout the state. This includes:
 - The survey of services given by libraries which may be established or assisted under any law for state grants-in-aid to libraries;
 - Coordination of library services furnished by the state with those of local libraries and other educational agencies;
 - Furnishing information and counsel as to the best means of establishing and maintaining libraries, the selection of materials, cataloging, and other details of library management; provide assistance in organizing libraries or improving service given by them and assist library services in state institutions;

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem. - Receiving and administering grants from the federal government for public libraries or other types of library service; - Administer state grants-in-aid and encourage local support for the betterment of local library service; and - Generally promote an effective statewide public library system. The positive impact of funding the State Library core budget request is to meet the statutory obligations which implement Article X, Section 10 of the Constitution. The services provided by the State Library to both state government and local libraries will be continued and strengthened through the core budget request. The negative impact of not funding this item would be for state government to incur extraordinary costs as state personnel would turn to other sources in an uncoordinated and duplicative approach to information. Libraries and library services in Missouri would deteriorate as local libraries would have no support from statewide and programs provided by the State Library.

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Implement and measure progress on the five-year plan for library development.	Yes	Yes	Yes	Yes
Public libraries with automation systems which meet current standards for interconnectivity and user friendliness.	15	22	30	40
Public libraries in Missouri connect to the Internet and amount of use by the public.	90	120	140	147
Smaller public libraries have backup reference service for difficult or unusual questions they are unable to answer using their local reference materials.	Yes	Yes	Yes	Yes
Library staffs trained to use new information technologies effectively to meet needs of library users.	800	1600	1420	1460
Number of registered state agency research staff using services provided by Reference Services	943	1,000	1,150	1,250
Number of requests for <u>Info to Go</u> items per year.	20,860	21,000	21,250	21,500
Number of interlibrary loan requests processed per year.	2,904	3,000	3,250	3,500
Number of telephone reference inquiries per year.	5,358	5,500	5,750	5,9 00

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

The Missouri State Library has established multiple goals, objectives, and strategies addressing the strategic issues affecting its responsibilities. Additional detail is provided in the SOS strategic plan. Selected high priority objectives for FY1998 include:

Enhance information access.

- Work with Secretary of State's Council on Library Development to develop strategies to provide library service to unserved areas including encouraging the establishment of library districts and contracts for service with adjacent areas or local college or school libraries.
- Request equalization funds through the state aid to public libraries program and implement a revised state aid program which includes equalization aid to libraries in poor counties.
- Through competitive grants and statewide programs, use federal program funds to provide basic equipment and other support needed for public libraries to access electronic information effectively.
- Provide for an integrated electronic indexing of federal documents and, eventually, state documents into the State Library's automated catalog system.

Effectively utilize information technology.

- Work with MOREnet to provide Internet access to Missouri public libraries.
- Work with MOREnet to provide electronic information through statewide contracts and leases.
- Broaden the utilization of the State Library's automated system to include direct online transmission to state agency research staff.
- Promote successful service initiatives which focus on newly developed electronic formats
- Help Missouri citizens use new information technologies by increasing skill levels of those who govern, direct, and work in libraries by implementing training program plans for library staff and trustees developed by a statewide library education committee.

Promote the establishment and development of stronger libraries.

- Work with the Secretary of State's Council on Library Development to implement a five-year plan to address the critical needs identified in public forums including making effective use of new technology, staff and trustee training, services in unserved areas, equity in library funding, public awareness of library services, literacy program, and maintaining and expanding current statewide programs.
- Use priorities from the plan to develop the annual program for the use of federal funds.
- Use priorities from the plan to direct annual performance plans for staff of the Missouri State Library.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.

	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Partnerships with state agencies, statewide organizations and local communities	34	44	48	48
State and federal grants distributed	136	52	45	45
Number of documents in the official state documents depository	756	800	850	900
Interlibrary loan requests processed	2,904	3,000	3,250	3,500
Library development conferences held	5	4	4	4

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Continuing education classes provided for library staffs, trustees, and Census Data Center affiliates.	53	84	86	90
Census data partners and Internet access to Missouri information provided for state agencies, libraries, regional planning commissions and citizens.	111	111	112	112
Consulting visits to libraries and Census Data Center affiliates.	73	125	135	135

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail. Core budget request. One-time cost in FY98 has been deducted from the core as follows: \$16,600 General Revenue for Marcive Conversion Service CORE REQUEST Expense & Equipment 0101 General Revenue \$444,681 0195 Federal Fund \$133,574 Personal Service 0101 General Revenue \$622,411 20.90 FTE 0195 Federal Fund \$446,547 14.90 FTE Total by Fund 0101 General Revenue \$1,067,092 0195 Federal Fund \$580,121
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23418

DECISION ITEM RANK 001

DECISION ITEM NO. 011 NAME: CORE REQUEST

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE		CURRENT YEAR FUNDED POSITIONS		BUDGET YEAR REQUEST		GOVERNOR RECOMMENDS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ADMINISTRATIVE SECRETARY	.97	24,673	1.00	26,784	1.00	26,784	1.00	26,784
COMPOSING EQUIPMENT OPERATOR	1.00	20,602	1.00	21,921	1.00	21,921	1.00	21,921
CLERK TYPIST I	1.00	14,856	1.00	15,658	1.00	15,658	1.00	15,658
CLERK TYPIST II	1.89	32,540	2.00	36,875	2.00	36,875	2.00	36,875
COMPUTER INFO SPECIALIST II	1.01	27,541	2.00	82,429	2.00	82,429	2.00	82,429
PROGRAMMER TRAINEE	1.00	22,224	1.00	23,395	1.00	23,395	1.00	23,395
PART-TIME SUMMER	.19	2,206	.40	7,424	.40	7,424	.40	7,424
REFERENCE LIBRARIAN	.93	28,055	1.00	31,510	1.00	31,510	1.00	31,510
FINANCIAL ASSISTANT	1.00	31,032	1.00	32,643	1.00	32,643	1.00	32,643
STATE LIBRARIAN	1.00	65,040	1.00	69,487	1.00	69,487	1.00	69,487
CLERK I	1.42	21,432	1.40	23,878	1.40	23,878	1.40	23,878
ACCOUNT CLERK II			1.00	22,349	1.00	22,349	1.00	22,349
LIBRARY CONSULT AUTOMATION	.44	14,038	1.00	33,136	1.00	33,136	1.00	33,136
LIBRARIAN	5.02	148,716	5.00	162,667	5.00	162,667	5.00	162,667
DIRECTOR LIBRARY PROJECTS	1.00	35,964	1.00	42,060	1.00	42,060	1.00	42,060
DIRECTOR-LIBRARY DEVELOPMNT	1.00	41,652	1.00	43,794	1.00	43,794	1.00	43,794
LIBRARY CONSULTANT	3.90	110,847	6.00	201,904	6.00	201,904	6.00	201,904
DIRECTOR-REF SERVICES	1.00	44,148	1.00	46,416	1.00	46,416	1.00	46,416
REFERENCE ASSISTANT I	6.02	107,340	6.00	113,068	6.00	113,068	6.00	113,068
REFERENCE ASSISTANT II	.09	2,156						
PUBLICATIONS COORDINATOR	.76	18,962	1.00	31,560	1.00	31,560	1.00	31,560
FUND SUBTOTAL								
GEN REV FUND	21.19	580,117	20.90	622,411	20.90	622,411	20.90	622,411
FEDERAL FUND	9.45	233,907	14.90	446,547	14.90	446,547	14.90	446,547
FORM 6 SUBTOTAL	30.64	814,024	35.80	1,068,958	35.80	1,068,958	35.80	1,068,958
FLEXIBLE BENEF								
GEN REV FUND								1,254
FEDERAL FUND								894
COST OF LIVING								
GEN REV FUND								6,224
FEDERAL FUND								4,465
TOTAL DECISION								
GEN REV FUND	21.19	580,117	20.90	622,411	20.90	622,411	20.90	629,889

LEVEL 1 SECRETARY OF STATE
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DECISION ITEM RANK 001
 DECISION ITEM NO. 011 NAME: CORE REQUEST

PERSONAL SERVICES
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PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE FTE	AMOUNT	CURRENT YEAR FUNDED POSITIONS FTE	AMOUNT	BUDGET YEAR REQUEST FTE	AMOUNT	GOVERNOR RECOMMENDS FTE	AMOUNT
FEDERAL FUND	9.45	233,907	14.90	446,547	14.90	446,547	14.90	451,906
GRAND TOTAL	30.64	814,024	35.80	1,068,958	35.80	1,068,958	35.80	1,081,795

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**EXPENSE AND EQUIPMENT
FORM 7**

DECISION ITEM RANK 001
DECISION ITEM NO. 011 NAME: CORE REQUEST

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
TRAVEL AND VEHICLE EXPENSE	42,139	38,327	38,327	38,327
OFFICE EXPENSE	129,047	82,000	82,000	82,000
OFFICE & COMM EQUIP PURCHASE	10,817	1,000	1,000	1,000
COMMUNICATIONS EXPENSE	45,401	45,000	45,000	45,000
INST AND PHYS PLANT EXPENSE	138,804	153,368	153,368	153,368
INST & PHYS PLANT EQUIP PURCH		2,000	2,000	2,000
DATA PROC EXPENSE & EQUIPMENT	184,618	258,160	241,560	241,560
PROFESSIONAL SERVICES	978	5,000	5,000	5,000
OTHER EXPENSES	26,278	10,000	10,000	10,000
TOTAL EQUIPMENT	578,082	594,855	578,255	578,255
SOURCE OF FUND SUMMARY				
GEN REV FUND	399,821	461,281	444,681	444,681
FEDERAL FUND	178,261	133,574	133,574	133,574
GRAND TOTAL	578,082	594,855	578,255	578,255

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 002
DECISION ITEM NO. 036 NAME: WITHIN GRADE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE		24,896	24,896
FEDERAL		17,862	17,862
TOTAL PERSONAL SERVICE		42,758	42,758
TOTAL DECISION ITEM		42,758	42,758

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 002 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE STATE LIBRARY 23410 DECISION ITEM ABSTRACT: WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$24,896 20.90 FTE 0195 Federal Funds \$17,862 14.90 FTE \$42,758 35.80 FTE	DECISION ITEM NAME: WITHIN GRADE
	STRATEGIC ISSUE: Reward quality performance and professionalism and maintain a competitive compensation program.
	DEPARTMENT GOAL: Human resource management and development.
	STRATEGIC PLAN REFERENCE PAGE: 18

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Office of the Secretary of State employs the services of over 250 individuals in order to perform its statutory obligations to provide services to the citizens of the state of Missouri. To attract and retain quality personnel with the required skills, this office must offer compensation comparable to private employment and which keeps pace with inflationary living costs. Therefore, a 4% within grade increase is requested for all employees. This will allow the office to maintain the high level of service expected from the Office of the Secretary of State.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Personnel of the Office of the Secretary of State will: - Have appropriate skills - Improve and expand public services - Continue in state government service				

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide a 4% within grade salary increase for all employees beginning on July 1, 1998.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Current level of services will be maintained.				

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

The within grade request was determined by taking the FY 1998 personal service core and increasing it by 4%.

WITHIN GRADE REQUEST

Personal Service

0101 General Revenue	\$24,896	20.90 FTE
0195 Federal Funds	<u>\$17,862</u>	14.90 FTE
	\$42,758	35.80 FTE

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DECISION ITEM RANK 002
DECISION ITEM NO. 036 NAME: WITHIN GRADE

PARS CLASSIFICATION	PRIOR YEAR		CURRENT YEAR		BUDGET YEAR		GOVERNOR	
	ACTUAL FTE	EXPENDITURE AMOUNT	FUNDED FTE	POSITIONS AMOUNT	REQUEST FTE	AMOUNT	RECOMMENDS FTE	AMOUNT
ADMINISTRATIVE SECRETARY					1.00	891	1.00	891
COMPOSING EQUIPMENT OPERATOR					1.00	978	1.00	978
CLERK TYPIST I					1.00	703	1.00	703
CLERK TYPIST II					2.00	1,628	2.00	1,628
COMPUTER INFO SPECIALIST II					2.00	2,547	2.00	2,547
PROGRAMMER TRAINEE					1.00	979	1.00	979
PART-TIME SUMMER					.40	298	.40	298
REFERENCE LIBRARIAN					1.00	1,304	1.00	1,304
FINANCIAL ASSISTANT					1.00	1,349	1.00	1,349
STATE LIBRARIAN					1.00	2,823	1.00	2,823
CLERK I					1.40	956	1.40	956
ACCOUNT CLERK II					1.00	995	1.00	995
LIBRARY CONSULTANT AUTOMATION					1.00	1,426	1.00	1,426
LIBRARIAN					5.00	6,491	5.00	6,491
DIRECTOR LIBRARY PROJECTS					1.00	1,783	1.00	1,783
DIRECTOR LIBRARY DEVELOPMENT					1.00	1,795	1.00	1,795
LIBRARY CONSULTANT					6.00	7,767	6.00	7,767
DIRECTOR REFERENCE SERVICES					1.00	1,900	1.00	1,900
REFERENCE ASSISTANT I					6.00	4,782	6.00	4,782
PUBLICATIONS COORDINATOR					1.00	1,363	1.00	1,363
FUND SUBTOTAL								
GEN REV FUND					20.90	24,896	20.90	24,896
FEDERAL FUND					14.90	17,862	14.90	17,862
FORM 6 SUBTOTAL					35.80	42,758	35.80	42,758
TOTAL DECISION								
GEN REV FUND					20.90	24,896	20.90	24,896
FEDERAL FUND					14.90	17,862	14.90	17,862
GRAND TOTAL					35.80	42,758	35.80	42,758

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: State Aid for Public Libraries

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$2,160,893		0.00	
FY 1998 One-Time Expenditures				
	<u>\$0</u>		<u>0.00</u>	
Total One-Times		\$0		0.00
Approps - Vetoes- One- Times		<u>\$2,160,893</u>		<u>0.00</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$2,160,893</u></u>		<u><u>0.00</u></u>

LEVEL 1 SECRETARY OF STATE
 LEVEL 2 STATE LIBRARY
 LEVEL 3 STATE AID FOR PUBLIC LIBRARY 23515
 LEVEL 4
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 LEVEL 6

DECISION ITEM FINANCIAL SUMMARY
 FORM 4

GOVERNOR
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 STATE AID CORE	12 / 16 INCREASE AID PUBLIC LIBRA	TOTAL
PROGRAM SPECIFIC DIST					
GENERAL REVENUE	1,964,448	2,160,893	2,160,893 <2,160,893 >	412,448 <412,448 >	2,573,341 <2,573,341 >
	-----	-----	-----	-----	-----
TOTAL	1,964,448	2,160,893	2,160,893 <2,160,893 >	412,448 <412,448 >	2,573,341 <2,573,341 >
GRAND TOTAL	1,964,448	2,160,893	2,160,893 <2,160,893 >	412,448 <412,448 >	2,573,341 <2,573,341 >
	=====	=====	=====	=====	=====
SOURCE OF FUNDS SUMMARY					
GENERAL REVENUE	1,964,448	2,160,893	2,160,893 <2,160,893 >	412,448 <412,448 >	2,573,341 <2,573,341 >
NO. EMPLOYEE FTES					

LEVEL 1 SECRETARY OF STATE
LEVEL 2 STATE LIBRARY
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PROGRAM DECISION ITEM
FORM 5

GOVERNOR
PAGE

DECISION ITEM RANK 001
DECISION ITEM NO. 025 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PROGRAM SPECIFIC DIST GENERAL REVENUE	2,160,893	2,160,893	2,160,893
TOTAL PROGRAM SPECIFIC	2,160,893	2,160,893	2,160,893
TOTAL DECISION ITEM	2,160,893	2,160,893	2,160,893

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE STATE LIBRARY STATE AID FOR PUBLIC LIBRARIES 23515 DECISION ITEM ABSTRACT: This funds per capita state aid at \$.46 per person. Statute is 181.060. CORE REQUEST Program Specific Distribution 0101 General Revenue \$2,160,893 0.00 FTE	DECISION ITEM NAME: CORE REQUEST
	STRATEGIC ISSUE: - Up to date library service for access to resources in print and electronic form is critical to meeting citizen needs in school readiness, job development, and life-long learning. Some parts of Missouri are not currently served by public libraries, creating pockets where information access is available only to those who can independently afford it. - Implement plans completed in 1997 to develop stronger library services. Libraries have identified needs to make increased use of technology, and train staff and library users in its effective use.
	DEPARTMENT GOAL: Enhance information access Promote the establishment and development of stronger libraries
	STRATEGIC PLAN REFERENCE PAGE: 10, 21

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

Under state statutes, the General Assembly appropriates funds for the support of public libraries. State aid is appropriated to libraries having a minimum voted tax or local government support equal to ten cents per \$100 of assessed valuation.

The Missouri State Library has completed a five-year plan for improvement of library services 'Charting Missouri's Library Future Into the New Century.' Plans for improvement of library service have been identified for six major areas. Selected high priority outcomes for FY99 include:

OUTCOMES:

- Missouri citizens have access to information through electronic networks.

Missouri citizens will be able to use libraries as 'one-stop shops' for access to information. People will be able to find and make use of information from local, state, national, and worldwide sources.

Information access, and the ability to use it, is recognized as key to our citizens leading productive, fulfilling, and successful lives. The Show Me standards designate the 'knowledge and skills to gather, analyze and apply information and ideas' as one of four overall educational goals for students in public schools, and it is equally key for all citizens. Missouri libraries play a critical role in providing access to information, both for those enrolled in educational institutions, and those seeking information for individual needs.

Local libraries must provide the equipment and participation fees needed for Internet access. Many libraries provide access to electronic resources through CD-ROM and other computer software. Libraries also pay the costs for purchase and maintenance of the electronic catalogs that allow effective use of local library resources, and sharing of those resources statewide. Constant changes in technology require staff training and instructional

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
programs for library users to make effective use of electronic resources. Costs for electronic access do not reduce the need for support of print materials, programs, staff, and buildings. State aid funds assist libraries in meeting these increased costs for providing library services. Without state aid funds, citizens will have reduced information access, or a reduction in the basic services offered by libraries. This will impact Missourians who use libraries for job and career development, consumer decisions, and education support.
2. Missouri citizens will have equitable access to library resources throughout the state. The level of library resources available to Missouri citizens varies widely, in large part due to differences in the adequacy of the local property valuations to support local taxes. Currently, 46 public libraries serving 717,407 citizens have a per capita income level of less than \$ 10.00 (1996 data). The statewide per capita expenditure for library services is \$18.95. The national average is \$ 19.30 (1994 data). Public Library standards recently established by the Missouri Library Association call for a minimum local funding level of \$15.00 per capita. Local libraries depend on state aid funds to supplement their local funding for materials, implementing new technology, and programs targeted to children, low literate adults, and citizens with special needs. Citizens in economically depressed areas or those with a low tax base are in danger of becoming information 'have nots.' A low level of library service also has an impact on the ability of parents to prepare children for entrance to school, as they must rely on their own resources for the reading materials so crucial to developing 'reading readiness.'

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Public libraries in Missouri connected to the Internet	90	120	140	147
Public libraries with automation systems which meet current standards for interconnectivity and user friendliness	15	22	30	40
Materials available for circulation in libraries	21,058,408	21,542,000	21,973,000	22,500,000
Missouri citizens served by public libraries eligible for state aid	4,673,126	4,677,093	4,677,093	4,677,093
Missouri citizens served by public libraries with income of less than \$10 per capita	771,407	779,100	786,900	794,800

3. **OBJECTIVES** – Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

1. Distribute state aid to public libraries in accordance with state statute.

Libraries are required to provide information to certify their eligibility for state aid funding.

2. Distribute statistical report form to public libraries to track progress in reaching outcomes.

State library staff reviews the design of this report to ensure information is collected to meet requirements of federal library statistics programs, and to show progress in reaching outcomes. A compilation of the statistics is distributed to libraries annually.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Eligible library districts:	164	165	166	166
State aid provided:	\$1964,448	\$2,160,893	\$2,160,893	\$2,160,893
Per Capita level	\$.42	\$.46	\$.50 \$.46	\$.50 \$.46
Population of eligible districts:	4,673,126	4,677,093	4,682,087	4,682,087

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Core budget request. There were no one-time costs for FY 1998. State aid provided in FY1998 \$.46 per capita.

CORE REQUEST

Program Specific Distribution

0101 General Revenue \$2,160,893 0.00 FTE

LEVEL 1 SECRETARY OF STATE
LEVEL 2 STATE LIBRARY
LEVEL 3 STATE AID FOR PUBLIC LIBRARY 23515
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PROGRAM DECISION ITEM
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DECISION ITEM RANK 012
DECISION ITEM NO. 050 NAME: INCREASE AID/PUBLIC LIBRARIES

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PROGRAM SPECIFIC DIST GENERAL REVENUE		412,448	412,448
TOTAL PROGRAM SPECIFIC		412,448	412,448
TOTAL DECISION ITEM		412,448	412,448

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 012 OF 016

DIVISION: SECRETARY OF STATE STATE LIBRARY STATE AID FOR PUBLIC LIBRARIES 23515 DECISION ITEM ABSTRACT: This request increases state aid from \$.46 per capita to \$.50 per capita and provides a program to place additional funds in Missouri's poorest counties. REQUEST Program Specific Distribution 0101 General Revenue \$412,448 0.00 FTE	DECISION ITEM NAME: INCREASE STATE AID TO PUBLIC LIBRARIES
	STRATEGIC ISSUE: 1. Missouri citizens who live in areas that have difficulty funding libraries are at a disadvantage for access to needed information services. Citizens in these areas are in danger of becoming information 'have nots'. 2. Children's success in education is dependent on their families' support, particularly in the earliest years. Public libraries provide access to books and programs that help families help children learn. Child-care providers and preschool educators look to libraries for materials and programs to support early childhood education. Families in areas of poor libraries are at a disadvantage in developing reading readiness skills and supporting their children's education.
	DEPARTMENT GOAL: Promote the establishment and development of stronger libraries.
	STRATEGIC PLAN REFERENCE PAGE: 21

OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Missouri Constitution establishes as policy the promotion and establishment of free public libraries, and cites an obligation for their support by the state. The state appropriates funds to public libraries as state aid. Funding had been stagnant, with a small increase in FY98. State aid funds provide only modest support of library services. Missouri needs to do better.

OUTCOMES

1. Missouri citizens will have equitable access to library and information resources throughout the state. Public libraries in Missouri are funded through property taxes and are limited through reassessment and rollback to small growth factors. Boards of trustees approve the use of funds to meet the highest local priorities. Local libraries depend on state aid to supplement their local funding for materials, equipment, and to implement new technology to improve services.

The level of library resources available to Missouri citizens varies widely, in large part due to differences in the adequacy of the local property valuations to support local taxes. Currently, 46 public library districts serving 717,407 citizens have a per capita income level of less than \$10.00 (1996 data). The statewide per capita expenditure for library services is \$ 18.95. The national average is \$ 19.30 (1994 data). Public Library Standards recently established by the Missouri Library Association call for a minimum local funding level of \$15 per capita.

Information access, and the ability to use it, is recognized as key to our citizens leading productive, fulfilling, and successful lives. Missouri libraries play a critical role in providing access to information for all ages. Citizens in economically depressed areas or those with a low tax base are in danger of

OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
becoming the information 'have nots.' They will be at a distinct disadvantage as the economy moves further into the information age. The increased state aid funding requested in this appropriation will help to meet increased costs for information access, for both print and electronic resources. This funding will have a positive impact for Missourians who depend on libraries for assistance with job and career development, consumer decisions, and education support. 2. Missouri children will start school 'ready to learn' and graduate from school with the knowledge, and skills essential to leading productive lives. Reading aloud to young children is the single most important activity for future success in reading. Parents and caregivers play a vital role in developing these emergent literacy skills in young children. Family programs and storytimes provided by libraries encourage parents to recognize and support emerging literacy skills of their preschoolers. Public libraries provide picture books, listening tapes, and other learning materials to assist parents and caregivers in building school readiness. Children who know how to read need to practice those skills outside of school to become proficient readers. Research shows that when children read as little as 20 minutes a day outside of school, reading skills improve significantly. Low income students are at a disadvantage because their environments are not reading-rich; they do not come from environments with plenty of books, where everyone reads, and where parents encourage reading. A new study, "Reading Literacy in the United States" identified parental involvement as a critical factor in reading success. Public libraries can be an important source of high quality reading materials. School curriculum stress independent investigations, requiring students to use the resources of the school and public library for successful completion. Public libraries are open and available for use by families in the evenings, weekends, and summer when school libraries are closed. Parents, schools, and libraries working together can be powerful partners in the development of children's reading and learning abilities. Families living in areas where library funding is below average may have little assistance available from their public library in building learning skills. These libraries have smaller children's collections, with older, out-of-date materials. Programs offered for families are limited, and no programs may be available for children in day care centers. The library hours may not be well suited to family needs, and may include only a few evening and weekend hours. Library staff may have little training in child development and appropriate learning activities for preschool children. Additional state funds would be a start in addressing the shortcomings in these libraries. State aid is currently distributed to all libraries according to a per capita formula. The statute also allows a portion of state aid to be awarded for equalization of library services. This request is to increase the rate for computing state aid to public libraries from the current \$.46 to \$.50 per capita and provides \$230,000 to libraries in poor counties.

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Public libraries must complete a statistical report each year to qualify for state aid. Libraries report expenditures, number of visits to the library, reference transactions, circulation, and number of materials in their collections.				
Number of library materials: Total books, serials, audio and video recordings available for use by the public:				
Expenditures for library materials:	21,058,408	21,542,000	21,973,000	22,500,000
Library Materials per Capita:	\$20,448,147	\$21,471,000	\$22,544,000	\$23,671,000
Number of materials in electronic format:	4.24	4.25	4.27	4.3
Expenditures for materials in Electronic Format:	66,569	69,900	73,400	77,400
Expenditures for Electronic Access:	2,020,000	2,097,000	2,204,000	2,318,000
	1,924,127	2,020,000	2,121,000	2,227,000
Library Visits:				
Reference transactions:	21,056,925	21,668,000	22,100,000	22,542,000
Circulation (Indicates usage of materials):	5,137,737	5,395,000	5,664,000	5,948,000
Circulation of children's library materials:	39,156,517	39,940,000	41,138,000	43,377,000
	14,175,136	15,834,000	17,814,000	20,041,000
Number of children participating in summer reading program:				
Libraries offering children's programs - examples: story time programs, summer reading club, after school programs, programs for children in day care:	154,377	159,000	165,360	170,320
	148	148	149	149
Number of libraries below recommended standard for hours open each week:	48	48	46	41

3. OBJECTIVES – Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
Objectives: • Increase the amount of state aid to public libraries. • Provide funding to equalize support in areas with below average assessed valuation and people in poverty. Strategies: • Increase the rate for computing per capita state aid to public libraries from \$.46 per capita to \$.50 per capita. Identify libraries whose assessed valuation falls below the average for the state. • Achieve a distribution that includes equalization. \$180,151 will be awarded on a per capita basis (\$.50 per capita), and the additional \$230,000 will be awarded to libraries in Missouri's poorest counties. All public libraries will be encouraged to use state aid funding to obtain library resources in print and electronic form, implement new technology, provide services and programs to their communities, and upgrade equipment to improve service levels. Libraries will be encouraged to target resources to support educational needs of families.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Eligible Libraries: Library districts certified to receive state aid	164	165	166	166
Population of eligible districts	4,673,126	4,677,093	4,682,087	4,682,087
State aid provided per capita	42¢	46¢	50¢	60¢
Poor counties eligible for equalization aid	0	0	32	32

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.			
	FY1997	FY1998	FY1999
Eligible Libraries	164	165	166
Population of Eligible Libraries	4,673,126	4,677,093	4,682,087
State Aid Provided in Core (46¢) per capita	\$1,964,448	\$2,160,893	\$2,160,893
Decision Item Funding			FY1999
Increase in FY1999 per capita distribution to 50¢ per Capita			\$180,151
Amount for new Tipton District which is not in core – 4,994 residents at 46¢ per capita			\$2,297
FY1999 equalization distribution			\$230,000
Equalization aid would be based on Missouri's poorest counties. Counties are ranked top to bottom by percentage of people living in poverty and again by total assessed valuation.			
REQUEST			
Program Specific Distribution 0101 General Revenue \$412,448 0.00 FTE			

Wheeler
Wolfe

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: Remote Electronic Access for Libraries

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$1,325,000		0.00	
FY 1998 One-Time Expenditures				
	<u>\$0</u>		<u>0.00</u>	
Total One-Times		\$0		0.00
Approps - Vetoes- One- Times		<u>\$1,325,000</u>		<u>0.00</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$1,325,000</u></u>		<u><u>0.00</u></u>

LEVEL 1 SECRETARY OF STATE
 LEVEL 2 STATE LIBRARY
 LEVEL 3 REAL
 LEVEL 4
 LEVEL 5
 LEVEL 6

23520

DECISION ITEM FINANCIAL SUMMARY
 FORM 4

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 REAL CORE	15 / 16 REAL INCREASE	TOTAL
PROGRAM SPECIFIC DIST					
GENERAL REVENUE			1,325,000 <1,325,000 >	1,250,000 <1,250,000 >	2,575,000 <2,575,000 >
	-----	-----	-----	-----	-----
TOTAL			1,325,000 <1,325,000 >	1,250,000 <1,250,000 >	2,575,000 <2,575,000 >
GRAND TOTAL			1,325,000 <1,325,000 >	1,250,000 <1,250,000 >	2,575,000 <2,575,000 >
	=====	=====	=====	=====	=====
SOURCE OF FUNDS SUMMARY					
GENERAL REVENUE			1,325,000 <1,325,000 >	1,250,000 <1,250,000 >	2,575,000 <2,575,000 >

NO. EMPLOYEE FTES

GOVERNOR
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DECISION ITEM RANK 001
DECISION ITEM NO. 026 NAME: CORE REQUEST

5. COST SUMMARY

BUDGET CLASS/FUND

**CURRENT YEAR
EXPENDITURES**

**BUDGET YEAR
REQUEST**

**GOVERNOR
RECOMMENDS**

PROGRAM	SPECIFIC	DIST
	GENERAL	REVENUE

1,325,000

1,325,000

TOTAL PROGRAM SPECIFIC

1,325,000

1,325,000

TOTAL DECISION ITEM

1,325,000

1,325,000

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE STATE LIBRARY REMOTE ELECTRONIC ACCESS FOR LIBRARIES (REAL) 23520 DECISION ITEM ABSTRACT: This project will maintain the current funding level of the project to provide dedicated data connections and dial access which provides public library Internet connections, training, technical assistance, connection equipment, electronic mail accounts, and maintain current statewide licenses for on-line electronic resources. Transferred from Office of Administration CORE REQUEST Program Specific Distribution 0101 General Revenue \$1,325,000 0.00 FTE	DECISION ITEM NAME: CORE REQUEST
	STRATEGIC ISSUE: Enhance information access and promote the establishment and development of stronger libraries
	DEPARTMENT GOAL: Every library has access to the Internet and extends Internet access to its users.
	STRATEGIC PLAN REFERENCE PAGE: 10, 21

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem. Remote Electronic Access for Libraries (REAL) Project has the following Vision Statement: In collaboration with other publicly funded agencies, we will strive to connect public libraries with each other and with schools and universities through the Internet to ensure that public libraries are the center of excellence for information service to their communities. The Mission of the REAL Project is: All tax supported public libraries will have the opportunity to be connected to the Internet through MOREnet via a cost effective, size appropriate data connection. Through their library's Internet connection, the citizens of Missouri will have the opportunity to access electronic information for research, formal and continuing education, business, and recreation. Patron access for all Missouri citizens is the ultimate goal. It is important that the staffs of participating libraries become schooled in the features and access software of the Internet prior to providing patron access. Public libraries must be in the position to provide a quality value added, reference tool or service, and not simply place a computer workstation in the library. The wealth of public information on the Internet combined with on-line databases offered through public access workstations permit library patrons to access information not normally available to the citizens of Missouri from their public libraries. RELATION TO STRATEGIC ISSUES Impact of the REAL Project on the people of Missouri has been positive in all areas. Library patrons will have access to resources far above that available solely within their community. Even the largest libraries in the state must use the Internet to obtain resources from beyond their own collections. Some information is either more easily available or available only through the Internet such as legislative information, business and investment resources, agricultural information, environmental resources, support for life-long learning, genealogy, services to the disabled, and recreation.
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1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

A major contributor to education in colleges and universities, problem solving in state agencies, classroom teaching in K-12 schools, and life-long learning and research in public libraries is information content from electronic resources. While the Internet provides access to a wealth of information, key research tools are available only from the commercial sector. Two years ago, with an appropriation from the General Assembly, Missouri obtained a statewide license for a full-text magazine database for use by higher education, K-12 schools, public libraries, state agencies and community networks. With DESE one year funding, we obtained another statewide license for an on-line encyclopedia.

These resources have proven to be among the most valued services provided to elementary and secondary schools, public libraries, institutions of higher education, and state agencies. During FY97, searches of the EBSCOhost 1000 database product (3,000 journals titles indexed and abstracted, of which 1000 are full text) numbered 1.5 million. So far this fiscal year, searches are running at twice the rate as FY97. Acquiring additional on-line resources such as business and investment products, science resources, and newspapers are a high priority among Missouri's teachers and librarians. These resources are an important means of enhancing information access to all of Missouri's citizens and will promote strengthening public libraries (as well as schools, higher education, and state agencies) by providing ubiquitous access to a base level of electronic information resources.

NEGATIVE IMPACT IF NOT FUNDED

If this core request is not funded, the REAL Project will be discontinued. Only the largest and/or wealthiest public libraries in the state will have access to the Internet and electronic resources. This course of action would make it virtually impossible for Missouri citizens living outside major metropolitan areas to have access to the vast array of resources available to a library with an Internet connection.

If this appropriation is not funded, most public libraries and schools will not be able to afford access to electronic information resources. Those that are able to afford access will individually pay a considerably higher per capita cost for these resources, thus wasting scarce taxpayer dollars.

2. OUTCOME MEASURES – Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Number of libraries with dedicated data connections to the Internet	50	80	140	147
Number of libraries with dial access to the Internet	40	40	0	0
Below are the outcome measures EBSCOhost 1000:				
1) Number of sessions	463,995	600,000	750,000	900,000
2) Number of searches	1,419,481	2,500,000	3,500,000	4,500,000
3) Number of abstracts downloaded	282,451	400,000	500,000	600,000
4) Number of full-text articles browsed	1,390,511	2,400,000	3,500,000	4,400,000
5) Number of full-text pages browsed	4,816,244	6,000,000	7,000,000	8,000,000

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished? Extend the "information superhighway" to the local community level in Missouri by providing routine access to public service, civic projects, community information, and reference services via an Internet connection to the rest of the nation and the world. Provide a basis for interagency collaboration by laying the groundwork for wide area networking of public libraries throughout Missouri. Lay the foundation for community information networks shared by institutions of higher education, high schools, elementary schools, public libraries, and government agencies. Establish a new level of communication and coordination among libraries, librarians, and the people they serve. Train the Missouri library community in search tools, procedures, and access points for providing high quality services through automation. This training will be conducted centrally at the MOREnet facility and regionally by MOREnet training staff. Through their public libraries, all Missouri citizens will have the opportunity to share in the National Information Infrastructure. This means that no citizen of Missouri will be left out of the information explosion because they lack the financial resources to provide their own computer and modem. We envision a state without "information have-nots."

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Number of Missouri citizens served by libraries connected to the Internet	3.2 million	3.9 million	3.9 million	3.9 million
Number of library staff trained by MOREnet	123	123	123	123
Number of assistance calls handled by the MOREnet Reference Desk	620	620	620	620
Number of products for which statewide licenses can be obtained.	1	3	2	2

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

FY 99 \$1,325,000 General Revenue transferred from Office of Administration.

	1997	1998	1999	2000
INCOME:				
REAL Appropriation	750,000	750,000	\$ 750,000	\$ 750,000
Database Appropriation	500,000	575,000	575,000	575,000
Prior year re-appropriations	289,675	226,856		-
Total income	1,539,675	1,551,856	1,325,000	1,325,000
EXPENSES:				
On-line Database Resources	525,000	575,000	575,000	575,000
Personnel	343,817	450,000	450,000	450,000
Telecommunication	326,657	407,000	407,300	407,000
Operating	143,059	198,598	198,000	198,000
Training	25,119	25,000	25,000	25,000
Indirect	59,817	83,958	84,000	84,000
Total expenses	1,423,469	1,739,000	1,739,000	1,739,000
OTHER INCOME:				
Library fees	110,650	188,000	414,000	414,000

CORE REQUEST

Program Specific Distribution

0101 General Revenue \$1,325,000 0.00 FTE

LEVEL 1 SECRETARY OF STATE
LEVEL 2 STATE LIBRARY
LEVEL 3 REAL
LEVEL 4
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23520

PROGRAM DECISION ITEM
FORM 5

GOVERNOR
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DECISION ITEM RANK 015
DECISION ITEM NO. 051 NAME: REAL FUNDING INCREASE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PROGRAM SPECIFIC DIST GENERAL REVENUE		1,250,000	1,250,000
TOTAL PROGRAM SPECIFIC		1,250,000	1,250,000
TOTAL DECISION ITEM		1,250,000	1,250,000

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 015 OF 016

DIVISION: SECRETARY OF STATE STATE LIBRARY REMOTE ELECTRONIC ACCESS FOR LIBRARIES (REAL) 23520	DECISION ITEM NAME: REAL FUNDING INCREASE
	STRATEGIC ISSUE: 1.Enhance information access 2.Promote the establishment and development of stronger libraries
	DEPARTMENT GOAL: Every library has access to the Internet and extends Internet access to its users.
	STRATEGIC PLAN REFERENCE PAGE: 10, 21
DECISION ITEM ABSTRACT: This appropriation will fund a size appropriate dedicated data connection to each library district. In addition, this appropriation will continue the training and technical support provided by MOREnet to participating libraries. This funding request is ongoing. REQUEST Program Specific Distribution 0101 General Revenue \$1,250,000 0.00 FTE	

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

OUTCOME

All public libraries in Missouri will be connected to each other and the Internet through size appropriate dedicated data connections and associated telecommunications equipment (such as routers) as part of the Remote Electronic Access for Libraries (REAL) Project. This appropriation will fund a size appropriate dedicated data connection to each library district or, in the case of multi-county library systems, a dedicated data connection into each county. The connection size will initially be based on the population of the library's service area: Over 15,000 population – T1 connection; between 5,000 and 15,000 – 384 kilobytes per second (kbs) connection; under 5,000 – 56 kbs connection

PROBLEM

For the first three years, connections were the primary focus of the REAL Project. Increased size connections are required for successful continuation of the project. Nearly 70% of the libraries connected to date have a dedicated 56-kilobyte per second (kbs) Internet connection. A dedicated connection allows access to the Internet without a per minute rate charge, but more importantly, it provides the essential connection for public access to the Internet.

The 56kbs line was sufficient three years ago, at a time when the Internet was only text. As Missouri libraries have increased their use of the Internet for information gathering -- including the use of tools such as a World Wide Web browser, two-way audio-video, sound files, and videos -- the electronic "traffic jam" has become reality. With the advent of wide area networks, library web pages, participation in community networks, and public access workstations. A 56Kbs is not enough for most public libraries. Those on dial-up must move to a full connection.

BENEFITS

Impact of the REAL Project on the people of Missouri has been positive in all areas. Library patrons will have access to resources far above that available solely within their community. Even the largest libraries in the state must use the Internet to obtain resources from beyond their own collections. Some information is either more easily available or available only through the Internet such as legislative information, business and investment resources, agricultural information, environmental resources, support for life-long learning, genealogy, services to the disabled, and recreation.

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

POSITIVE IMPACT IF FUNDED

Library connections directly support and complement K-12 education. The software provided to public libraries through the REAL Project is identical to that provided to the K-12 schools, so students will be able to continue research without pause when schools close.

Businessmen can search through the records of the federal Patent and Trademark Office, the Copyright Office, or obtain international marketing information from the Department of Commerce of the MO Department of Economic Development.

Job seekers can search for jobs through America's Talent Bank or DOLIR's Missouri Works!

Citizens will be able to track the progress of legislation through the General Assembly's Bill Tracking System. Through electronic mail, citizens will be able to maintain closer contact with elected officials and make their views known.

Today's Internet is much different from that of four years ago when the REAL Project was conceived. The next step is to provide higher capacity 384 kbs and T1 connections to libraries as was done with K-12 school districts last fiscal year. These high speed connections will provide substantially improved access to the multifaceted nature of the Internet, allow library staff and patrons to retrieve large multimedia, sound, or video files and other applications with an download time quick enough for use in high demand public environment.

Because the cost of connectivity varies so widely among the libraries, this appropriation will "level the playing field" so that no library will be punished because an accident of geography. Each library would be responsible for a participation fee to offset some of the costs and to ensure that the local library has a stake in the success of the project. This appropriation will ensure that the participation fee for libraries (low of \$250 annually for a small library to \$6,000 annually for a large library) is consistent with K-12 school districts enrolled in the DESE Technology Networking Project.

In addition, libraries will continue to be provided centralized basic training and follow-on regional training, consulting services for creating local and wide area networks to bring connectivity to all their library facilities, and on-going technical support for Internet access and the software tools needed to access electronic resources.

NEGATIVE IMPACT IF NOT FUNDED

Many people in Missouri will lose their only Internet access. Missouri's public libraries will not progress toward the goal of ubiquitous access to information resources. Missouri will, in effect, take a dramatic step toward creating a class of "information have-not's" in Missouri.

If not funded, the continuation of the REAL Project in its current form is problematic. Library participation fees, already substantially higher than public school, would increase four-fold just to maintain current connectivity and services. Considering that libraries are funded at a much lower rate than K-12 school, this would impose a burden on the smaller libraries that they could not afford. As a result, they would be forced to drop-out of the REAL Project and lose their Internet access. The number of libraries in the REAL Project will not grow beyond those currently connected (114 of 160) and only the largest and/or wealthiest libraries would be able to obtain the bandwidth needed to serve their citizens.

Instead of being a leader in the area of public access to information, Missouri will be relegated to the bottom of the pack. This would ripple throughout the rural areas of the state adversely affecting education, business and community development, and quality of life.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Number of libraries with dedicated data connections to the Internet	50	80	140	147
Number of libraries with dial access to the Internet	40	40	0	0

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished? Extend the "information superhighway" to the local community level in Missouri by providing routine access to public service, civic projects, community information, and reference services via a dedicated data connection to the rest of the state and the world via the Internet. This plan requires that Missouri's libraries transition from very slow dial access to high speed data connections just to maintain quality access to information. Provide a basis for interagency collaboration by laying the groundwork for wide area networking of public libraries throughout Missouri. Lay the foundation for providing community information through leadership of public libraries in mounting local information. Establish a new level of communication and coordination among libraries, librarians, and the people they serve. Train the Missouri library community in search tools, procedures, and access points for providing high quality services through automation. This training will be conducted centrally at the MOREnet facility and regional by MOREnet training staff. Through their public libraries, <i>all</i> Missouri citizens will have the opportunity to share in the National Information Infrastructure. This means that no citizen of Missouri will be left out of the information explosion because they lack the financial resources to provide their own computer and modem. We envision a state without "information have-nots."

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Number of Missouri citizens served by libraries connected to the Internet	3.2 million	3.9 million	4.8 million	4.8 million
Number of library staff trained by MOREnet	123	200	200	200
Number of assistance calls handled by the MOREnet Reference Desk	620	750	750	750
Number of public access workstations	526	600	700	800

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Funding increase for Remote Electronic Access for Libraries. This funding request is ongoing.

	1998	1999	2000	2001
INCOME:				
Appropriation	\$ 750,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Prior year re-appropriations	226,856	-	92,856	237,415
Total income	976,856	2,000,000	2,092,856	2,237,415
EXPENSES:				
Personnel	450,000	600,000	642,000	686,940
Telecommunication	407,300	1,107,394	998,739	1,031,594
Operating	198,598	240,000	248,400	257,094
Training	25,000	35,000	35,000	35,000
Indirect	83,958	113,750	120,302	127,274
Total expenses	1,164,856	2,096,144	2,044,441	2,137,902
OTHER INCOME:				
Library fees	188,000	189,000	189,000	189,000
REQUEST				
Program Specific Distribution				
General Revenue \$1,250,000 0 FTE				

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: State Library LIFT Literacy Program

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$69,450		0.00	
FY 1998 One-Time Expenditures				
	<u>\$0</u>		<u>0.00</u>	
Total One-Times		\$0		0.00
Approps - Vetoes- One- Times		<u>\$69,450</u>		<u>0.00</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions				
	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$69,450</u></u>		<u><u>0.00</u></u>

LEVEL 1 SECRETARY OF STATE
 LEVEL 2 STATE LIBRARY
 LEVEL 3 LIFT LITERACY PROGRAM
 LEVEL 4
 LEVEL 5
 LEVEL 6

23713

DECISION ITEM FINANCIAL SUMMARY
 FORM 4

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 LIFT CORE	TOTAL
EXPENSE AND EQUIPMENT				
GENERAL REVENUE				
FEDERAL FUNDS				
TOTAL	-----	-----	-----	-----
PROGRAM SPECIFIC DIST				
GENERAL REVENUE	40,987	69,450	69,450 <69,450 >	69,450 <69,450 >
FEDERAL FUNDS	24,144			
TOTAL	-----	-----	-----	-----
	65,131	69,450	69,450 <69,450 >	69,450 <69,450 >
GRAND TOTAL	65,131	69,450	69,450 <69,450 >	69,450 <69,450 >
	=====	=====	=====	=====
SOURCE OF FUNDS SUMMARY				
GENERAL REVENUE	40,987	69,450	69,450 <69,450 >	69,450 <69,450 >
FEDERAL FUNDS	24,144			

NO. EMPLOYEE FTES

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE STATE LIBRARY LIFT LITERARY PROGRAM 23713 DECISION ITEM ABSTRACT: LIFT-Missouri is the state literacy resource center. LIFT serves as a referral point and offers training, technical assistance and materials to support literacy service providers obtain the most current information and best practices in the field. Continue funding at current level. CORE REQUEST Program Specific Distribution 0101 General Revenue \$69,450 0.00 FTE	DECISION ITEM NAME: CORE REQUEST
	STRATEGIC ISSUE: Improve the level of basic literacy skills among the citizens of Missouri. Reach out to citizens needing help with literacy development.
	DEPARTMENT GOAL: The Missouri State Library should strengthen library services to the literacy community and new readers. The Missouri State Library will assist libraries in becoming integral partners in the literacy efforts of their communities.
	STRATEGIC PLAN REFERENCE PAGE: 21

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

Literacy is the link to issues such as successfully moving people off welfare and into the workplace, helping parents ensure their children are ready for and successful in school, and breaking the cycle of intergenerational poverty and under education.

Literacy statistics for Missouri:

- 40% of the adult population (1,516,000 citizens) score in the lowest two levels of literacy proficiency, many of whom are considered functionally illiterate (National Adult Literacy Survey).
- Approximately 27.7% of our adult population does not have a high school diploma or equivalency certificate.
- By the year 2000, 52% of all new jobs will require at least a high school diploma or GED, plus some additional education.
- Children who live in homes with unemployed adults who have not completed high school are six times more likely to become dropouts.
- 85% of the state's incarcerated population dropped out of school; 42% have skills below the fourth grade level.

LIFT, as the state literacy resource center, works to improve literacy skills in Missouri by stimulating the coordination of literacy services, providing training and technical assistance to literacy programs throughout the state, and by providing input to state and local government agencies to improve literacy policies, practices, and access to services.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
- use of resources available through LIFT - use of LIFT's web site and on-line information - data collection of family literacy programs (site visit reports) - listserv participation	150	176	211	250
	n/a	20,000	24,000	28,000
	n/a	25%	60	60
	n/a	50	75	100

3. **OBJECTIVES** – Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Objective 1: Operate an easily accessible state literacy resource center with a full line of resource materials and services.

- Maintain a toll-free (1-800) "Literacy Line".
- Mail and otherwise distribute materials to literacy providers and others upon request.
- Publish and distribute the following newsletters:
 - 6 issues of *LiftLink* to literacy providers and educators
 - 2 issues of *LiftLetter* to the general public.
- Expand LIFT's web site and Internet capability, including:
 - Establish a comprehensive database with search engine of all literacy services and service providers in the state.
 - Maintain and moderate a statewide listserv.
 - Upgrade hardware and software to increase accessibility and efficiency.

Objective 2: Provide ongoing technical assistance to family literacy sites.

- Conduct bi-monthly site visits at family literacy programs throughout the state (60 total site visits).
- Provide resources and follow-up assistance as requested or needed.
- Collect data and conduct needs assessment for each site.
- Identify potential new family literacy sites and assist efforts to establish them.

Objective 3: Provide volunteers with the training necessary to be effective tutors for low literate adults and children.

- Develop a training manual, program, and set of standards specifically designed for volunteer tutors (especially inexperienced tutors).
- Conduct five 2-day "train the trainers" workshops at five sites throughout the state.
- Provide training materials and follow-up technical assistance to workshop participants.
- Promote program to literacy providers, universities, and other appropriate service organizations throughout the state.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Literacy Line calls	2000	2100	2,500	2625
LIFTlink newsletter (published and distributed)	23,000	24,000	25,200	26,500
LIFTLetter newsletter (published and distributed)	8000	8500	9,000	9500
Web site expansion	n/a	10	30	30
pages of information added	n/a	50	75	100
listserv subscriptions	30	40	60	60
Technical Assistance Visits	n/a	n/a	100	125
New Tutor Training Model (literacy trainers trained)	n/a	n/a	50	50

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

The State Library has a contract with LIFT-Missouri for the \$69,450. The following items are covered in that contract:

- Resource Center:

Phones/toll-free "Literacy Line"	\$ 6,000
Mail	1,150
Publications:	
LIFTlink	10,800
LIFTletter	4,500
Coordinator (.5 FTE)	15,000
- Technology:

Hardware	\$ 4,000
--increase hard drive from (current) one gigabyte to four gigabytes	
--increase memory capacity from 32 megabytes of RAM to 128 megabytes	
--obtain 10 megabyte ethernet connection for hook up to in-state server	
Expand web site (.2 FTE)	6,000
--enter and update comprehensive database of statewide literacy service providers	
--maintain and moderate statewide listserv	
--install new software	
Internet connection (\$50/mo. X 12)	600
- Technical Assistance, Family Literacy:

.25 FTE x 60 site visits	\$ 9,400
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- New Volunteer Tutor Training Model:

Develop manual and training program	\$ 3,000
Promote program and coordinate	3,000
"Train the Trainer" sessions (\$500/day x 2 days x 5 sites)	5,000
Materials (\$20 x 10 x 5)	1,000

TOTAL	Program Specific Distribution	\$ 69,450	General Revenue
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LEVEL 1 SECRETARY OF STATE
 LEVEL 2 STATE LIBRARY
 LEVEL 3 FEDERAL AID FOR PUBLIC LIBRARY 23722
 LEVEL 4
 LEVEL 5
 LEVEL 6

DECISION ITEM FINANCIAL SUMMARY
 FORM 4

GOVERNOR
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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 FED AID CORE	TOTAL
PROGRAM SPECIFIC DIST FEDERAL FUNDS	1,207,885	1,500,000	1,500,000 <1,500,000 >	1,500,000 <1,500,000 >
TOTAL	1,207,885	1,500,000	1,500,000 <1,500,000 >	1,500,000 <1,500,000 >
GRAND TOTAL	1,207,885	1,500,000	1,500,000 <1,500,000 >	1,500,000 <1,500,000 >
SOURCE OF FUNDS SUMMARY FEDERAL FUNDS	1,207,885	1,500,000	1,500,000 <1,500,000 >	1,500,000 <1,500,000 >

NO. EMPLOYEE FTES

LEVEL 1 SECRETARY OF STATE
LEVEL 2 STATE LIBRARY
LEVEL 3 FEDERAL AID FOR PUBLIC LIBRARY 23722
LEVEL 4
LEVEL 5
LEVEL 6

PROGRAM DECISION ITEM
FORM 5

GOVERNOR
PAGE

DECISION ITEM RANK 001
DECISION ITEM NO. 027 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PROGRAM SPECIFIC DIST FEDERAL	1,500,000 E	1,500,000 E	1,500,000 E
TOTAL PROGRAM SPECIFIC	1,500,000 E	1,500,000 E	1,500,000 E
TOTAL DECISION ITEM	1,500,000 E	1,500,000 E	1,500,000 E

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE STATE LIBRARY FEDERAL AID FOR PUBLIC LIBRARIES 23722	DECISION ITEM NAME: CORE REQUEST
DECISION ITEM ABSTRACT: Federal funds provide statewide service programs for all libraries. This also funds grants to libraries and library consortia. This appropriation is open-ended. CORE REQUEST Program Specific Distribution Open-ended 0195 Federal Funds \$1,500,000E 0.00 FTE	STRATEGIC ISSUE: 1. Implement plans completed in 1997 to use federal funds to develop stronger library services. It is the purpose of the LSTA to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages. Libraries have identified needs to make increased use of technology and train staff and library users in its effective use. DEPARTMENT GOAL: 1. Enhance information access. 2. Promote the establishment and development of stronger libraries. STRATEGIC PLAN REFERENCE PAGE: 10, 21

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.
This core request represents resources for the continued support of library services for state residents through use of Federal funding. These funds are made available under the Library Services and Technology Act, which was signed into law October 1, 1996. The Missouri State Library is the designated agency charged with administering these funds. Funds are used for statewide programs and for grants to local libraries. The Missouri State Library has completed a five-year plan for the use of LSTA funds to improve library services. This plan establishes goals and priorities to implement the purposes of the LSTA. These purposes fall broadly into the areas of developing information access through use of technology and targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities 1. Missouri citizens have access to information through electronic networks. No one library can provide for all of the information needs of the users it serves. Libraries must have access to resources beyond their own collections to meet those needs. These funds are used to assist libraries: • in linking electronically to access materials from other public, academic, school, and special libraries throughout the state and nation; • in acquiring local equipment needed to access the Internet and electronic databases • in providing access to a statewide database of library records • providing training for library staff in effective use of electronic resources • by providing access to a backup reference service for difficult or unusual questions 2. Missouri citizens will have equitable access to library resources throughout the state. Many Missourians face impediments to using library resources effectively to meet their information needs. These impediments including lack of literacy skills, individual disabilities, distance from libraries, institutional setting, varying ability levels or residence in an area underserved by libraries. These funds are used to assist libraries: • in providing lifelong learning activities for individuals of all ages • in improving access to library and information resources for people who are disabled • in providing programs to meet literacy needs of all age groups • in targeting services and programs to underserved and unserved urban and rural populations • in training library staff in effective library operations and best practices

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

- in ensuring people know about library and information services and how to access them
- in developing cooperative and partnership arrangements with other agencies and organizations to provide services and training to targeted groups.
- In encouraging the development of library services in areas of the state where there is currently no public library service

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Libraries in Missouri connected to the Internet	90	120	140	147
Smaller libraries have backup reference service for difficult or unusual questions they are unable to answer using their local reference materials.	yes	yes	yes	yes
Libraries using electronic interlibrary loan access program	105	112	120	125
Libraries participating in training opportunities	90	100	110	120
Partnerships with state agencies, statewide organizations and local communities	34	44	48	48

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

The Missouri State Library has established multiple goals and priorities in its five-year plan for the use of LSTA funds. Selected high priority objectives for FY1999 include:

1. Implement a program to provide grants to libraries to accomplish outcomes described in Part 1. Priority will be given to projects in which libraries cooperate with each other or community agencies to achieve goals.
2. Implement statewide programs to :
 - Provide access to technology and electronic information services
 - Share physical library resources
 - Provide access to statewide database of library records
 - Provide backup reference service for difficult or unusual questions
 - Provide training for library staffs
 - Develop library services to targeted populations needing extra assistance in using libraries.

The LSTA program requires an annual evaluation report detailing progress toward objectives.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Federal grants distributed to libraries.	121*	35	35	33
*special grant program to provide equipment for electronic access				
Library staffs attending training sessions	800	1600	1420	1460
ILL requests processed by OCLC GA program	7080	7780	8580	9080
Reference questions received by backup reference center	7478	7300	7100	6900

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Core budget request. There were no one-time costs for FY1998. This is an open-ended appropriation.

CORE REQUEST

Program Specific Distribution Open-ended
0195 Federal Funds \$1,500,000E 0.00 FTE

LEVEL 1 SECRETARY OF STATE
 LEVEL 2 STATE LIBRARY
 LEVEL 3 LIBRARY NETWORKING FUND
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DECISION ITEM FINANCIAL SUMMARY
 FORM 4

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 NETWORK CORE	TOTAL
PROGRAM SPECIFIC DIST LIBRARY NETWORK		1	1 <1 >	1 <1 >
TOTAL	-----	1	1 <1 >	1 <1 >
GRAND TOTAL		1	1 <1 >	1 <1 >
	=====	=====	=====	=====
SOURCE OF FUNDS SUMMARY LIBRARY NETWORK		1	1 <1 >	1 <1 >
NO. EMPLOYEE FTES				

LEVEL 1 SECRETARY OF STATE
 LEVEL 2 STATE LIBRARY
 LEVEL 3 LIBRARY NETWORKING FUND
 LEVEL 4
 LEVEL 5
 LEVEL 6

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PROGRAM DECISION ITEM
 FORM 5

GOVERNOR
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DECISION ITEM RANK 001
 DECISION ITEM NO. 028 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PROGRAM SPECIFIC DIST LIBRARY NETWORK	1E	1E	1E
TOTAL PROGRAM SPECIFIC	1E	1E	1E
TOTAL DECISION ITEM	1E	1E	1E

6. PERFORMANCE MEASURE:

**OFFICE OF THE SECRETARY OF STATE
FY 1999 CORE RECONCILIATION--GENERAL REVENUE**

Department: Wolfner Library

	<u>\$s</u>	<u>\$s</u>	<u>FTE</u>	<u>FTE</u>
Appropriations Less Vetoes	\$522,279		18.50	
FY 1998 One-Time Expenditures				
	<u>\$0</u>		<u>0.00</u>	
Total One-Times		\$0		0.00
Approps - Vetoes- One- Times		<u>\$522,279</u>		<u>18.50</u>
Core Transfers In	<u>\$0</u>		<u>0.00</u>	
Total Transfers In	\$0		0.00	
Core Transfers Out	<u>\$0</u>		<u>0.00</u>	
Total Transfers Out	\$0		0.00	
Net Core Transfers		\$0		0.00
Agency Core Reductions				
	<u>\$0</u>		<u>0.00</u>	
Total Agency Core Reductions		<u>\$0</u>		<u>0.00</u>
Requested Core Base		<u><u>\$522,279</u></u>		<u><u>18.50</u></u>

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DECISION ITEM FINANCIAL SUMMARY
 FORM 4

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	PRIOR YEAR EXPENDITURES	CURRENT YEAR EXPENDITURES	1 / 16 WOLFNER CORE	2 / 16 WOLFNER WITHIN GRADE	16 / 16 IMPLEMENT HB438/SB242	TOTAL
PERSONAL SERVICES						
GENERAL REVENUE	399,678	429,107	429,107	17,164		446,271
			<434,508 >	<17,164 >		<451,672 >
FEDERAL FUNDS		64,638	64,638	2,586		67,224
			<65,554 >	<2,586 >		<68,140 >
TOTAL	399,678	493,745	493,745	19,750		513,495
			<500,062 >	<19,750 >		<519,812 >
EXPENSE AND EQUIPMENT						
GENERAL REVENUE	169,458	93,172	93,172			93,172
			<93,172 >			<93,172 >
FEDERAL FUNDS	42,483	44,000	44,000			44,000
			<44,000 >			<44,000 >
SEC ST-WOLFNER	1	75,000	75,000		35,000	110,000
			<75,000 >		<35,000 >	<110,000 >
TOTAL	211,941	212,172	212,172		35,000	247,172
			<212,172 >		<35,000 >	<247,172 >
GRAND TOTAL	611,619	705,917	705,917	19,750	35,000	760,667
			<712,234 >	<19,750 >	<35,000 >	<766,984 >
	=====	=====	=====	=====	=====	=====
SOURCE OF FUNDS SUMMARY						
GENERAL REVENUE	569,136	522,279	522,279	17,164		539,443
			<527,680 >	<17,164 >		<544,844 >
FEDERAL FUNDS	42,483	108,638	108,638	2,586		111,224
			<109,554 >	<2,586 >		<112,140 >
SEC ST-WOLFNER		75,000	75,000		35,000	110,000
			<75,000 >		<35,000 >	<110,000 >
NO. EMPLOYEE FTES	18.04	23.00	23.00			23.00
			<23.00>			<23.00>

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PROGRAM DECISION ITEM
 FORM 5

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DECISION ITEM RANK 001
 DECISION ITEM NO. 029 NAME: CORE REQUEST

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE	429,107	429,107	434,508
FEDERAL	64,638	64,638	65,554
TOTAL PERSONAL SERVICE	493,745	493,745	500,062
EXPENSE & EQUIPMENT			
GENERAL REVENUE	93,172	93,172	93,172
FEDERAL	44,000	44,000	44,000
SEC ST-WOLFNER	75,000	75,000	75,000
TOTAL EXPENSE & EQUIP	212,172	212,172	212,172
TOTAL DECISION ITEM	705,917	705,917	712,234
NO. EMPLOYEE FTE	23.00	23.00	23.00

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 001 OF 016

DIVISION: SECRETARY OF STATE STATE LIBRARY WOLFNER LIBRARY 23732 DECISION ITEM ABSTRACT: CORE REQUEST Expense & Equipment 0101 General Revenue \$93,172 0195 Federal Fund \$44,000 0928 Wolfner Gift Trust Fund \$75,000 Personal Service 0101 General Revenue \$429,107 18.50 FTE 0195 Federal Fund \$64,638 4.50 FTE Total by Fund 0101 General Revenue \$522,279 0195 Federal Fund \$108,638 0928 Wolfner Gift Trust Fund \$75,000	DECISION ITEM NAME: CORE REQUEST
	STRATEGIC ISSUE: Provide quality library and information services to all Missourians with print disabilities.
	DEPARTMENT GOAL: To continue providing library services to current consumers and extend services to all other eligible Missourians.
	STRATEGIC PLAN REFERENCE PAGE: 5, 15, 18, 19, 21.

1. OUTCOMES, EXPLANATION, AND RATIONALE - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

Outcome: The State's library service for persons who are blind and physically handicapped, the Wolfner Library, will continue to provide library services to eligible Missourians with disabilities.

Problem: Missouri has a substantial number of citizens who are disabled and cannot utilize information services nor read print books. The Wolfner Library currently serves nearly 20,000 active library patrons, or 1/5 of the estimated 100,000 Missourians of all ages who are categorized as severely visually impaired. The library needs the basic staffing and operational resources to continue to provide satisfactory library services to its existing patrons, as well as the resources to extend services to more of the eligible population. Ongoing funding is requested to provide library information and regarding to this segment of the population.

Relation to Strategic Issue: The problem of providing library services to Missourians with print disabilities is directly related to the key Secretary of State strategic issues of enhancing access for the disabled to information services and providing quality customer services.

Positive Impact if Funded: The basic operations of the Wolfner Library will be continued and supported, including the circulation (checking in and out) of books, the development of the library collection (purchasing needed information), vital communications with patrons (telephone, postage), research and reference services, children's programming and services, interlibrary loan, descriptive videos, public education, and staffing (including development and training).

Negative Impact: Not funding this core budget request will deny Missourians of all ages with print disabilities access to reading and information needed to support their lives.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Percentage of eligible persons with disabilities registered to use library.	15%	16%	17%	18%
Percentage of registered library patrons actively making use of the library.	93%	94%	95%	96%
Percentage of registered children who actively make use of the library's services.	67%	75%	85%	95%

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
High priority objectives and strategies include: - Objective #1: Expand Wolfner services to more of the eligible population. Strategy: Continue public awareness/public education program. - Objective #2: Use available resources for improved services to persons who are disabled. Strategy: Work with library patrons' consumer group, the Wolfner Advisory Council, to develop improved usage. - Objective #3: Expand access for persons with disabilities to library materials and information in non-print formats. Strategy: Acquire new technologies and upgrade existing technology.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Total number of books read by Missourians with print disabilities per year.	600,000	700,000	800,000	900,000
Total number of reference questions asked by Missourians with print disabilities per year.	1,500	2,000	2,500	3,000
Total number of children with print disabilities registered for library's summer reading program.	100	125	150	200
Total number of new patrons registered to use the library in the year.	1,500	1,600	1,700	1,800

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

Core budget request. There were no one-time expenses in FY98.

CORE REQUEST

Expense & Equipment

0101 General Revenue	\$93,172
0195 Federal Fund	\$44,000
0928 Wolfner Gift Trust Fund	\$75,000*

Personal Service

0101 General Revenue	\$429,107	18.50 FTE
0195 Federal Fund	\$64,638	4.50 FTE

Total by Fund

0101 General Revenue	\$522,279
0195 Federal Fund	\$108,638
0928 Wolfner Gift Trust Fund	\$75,000*

*With approval of our Decision Item to Implement HB 438 and SB 242 (interest earned on the Wolfner Library Trust Fund remains with the trust), this core will be reduced by \$75,000 and replaced with the interest earned each year estimated at \$35,000 for FY99.

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PERSONAL SERVICES
 FORM 6

DECISION ITEM RANK 001
 DECISION ITEM NO. 029 NAME: CORE REQUEST

GOVERNOR
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PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE		CURRENT YEAR FUNDED POSITIONS		BUDGET YEAR REQUEST		GOVERNOR RECOMMENDS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
CLERK TYPIST I	2.01	31,128	2.00	32,855	2.00	32,855	2.00	32,855
CLERK TYPIST II	2.50	47,408	3.00	58,153	3.00	58,153	3.00	58,153
CLERK TYPIST III	1.00	19,044	1.00	20,056	1.00	20,056	1.00	20,056
COMPUTER INFO SPEC II	1.00	27,648	1.00	29,090	1.00	29,090	1.00	29,090
CLERK	.50	7,726	.50	8,232	.50	8,232	.50	8,232
READER ADVISOR	4.02	82,764	4.00	87,143	4.00	87,143	4.00	87,143
CLERK I	1.00	18,384	5.50	84,001	5.50	84,001	5.50	84,001
CLERK II	1.00	15,948	1.00	16,806	1.00	16,806	1.00	16,806
CLERK III	1.00	23,064	1.00	24,277	1.00	24,277	1.00	24,277
LIBRARIAN	3.01	84,912	3.00	89,338	3.00	89,338	3.00	89,338
DIRECTOR-WOLFNER LIBRARY	1.00	41,652	1.00	43,794	1.00	43,794	1.00	43,794
FUND SUBTOTAL								
GEN REV FUND	18.04	399,678	18.50	429,107	18.50	429,107	18.50	429,107
FEDERAL FUND			4.50	64,638	4.50	64,638	4.50	64,638
FORM 6 SUBTOTAL	18.04	399,678	23.00	493,745	23.00	493,745	23.00	493,745
FLEXIBLE BENEF								
GEN REV FUND								1,110
FEDERAL FUND								270
COST OF LIVING								
GEN REV FUND								4,291
FEDERAL FUND								646
TOTAL DECISION								
GEN REV FUND	18.04	399,678	18.50	429,107	18.50	429,107	18.50	434,508
FEDERAL FUND			4.50	64,638	4.50	64,638	4.50	65,554
GRAND TOTAL	18.04	399,678	23.00	493,745	23.00	493,745	23.00	500,062

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EXPENSE AND EQUIPMENT
 FORM 7

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DECISION ITEM RANK 001
 DECISION ITEM NO. 029 NAME: CORE REQUEST

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
TRAVEL AND VEHICLE EXPENSE	5,330	5,980	5,980	5,980
OFFICE EXPENSE	20,289	21,500	21,500	21,500
OFFICE & COMM EQUIP PURCHASE	9,975	75,500	75,500	75,500
COMMUNICATIONS EXPENSE	14,569	18,000	18,000	18,000
INST AND PHYS PLANT EXPENSE	45,985	45,000	45,000	45,000
INST & PHYS PLANT EQUIP PURCH	4,150			
DATA PROC EXPENSE & EQUIPMENT	108,275	43,692	43,692	43,692
PROFESSIONAL SERVICES		1,000	1,000	1,000
OTHER EXPENSES	3,368	1,500	1,500	1,500
TOTAL EQUIPMENT	211,941	212,172	212,172	212,172
SOURCE OF FUND SUMMARY				
GEN REV FUND	169,458	93,172	93,172	93,172
FEDERAL FUND	42,483	44,000	44,000	44,000
SEC ST-WOLFNER		75,000	75,000	75,000
GRAND TOTAL	211,941	212,172	212,172	212,172
	=====	=====	=====	=====

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PROGRAM DECISION ITEM
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DECISION ITEM RANK 002
DECISION ITEM NO. 037 NAME: WITHIN GRADE

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
PERSONAL SERVICE			
GENERAL REVENUE		17,164	17,164
FEDERAL		2,586	2,586
TOTAL PERSONAL SERVICE		19,750	19,750
TOTAL DECISION ITEM		19,750	19,750

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 002 OF 016

DIVISION: SECRETARY OF STATE OFFICE OF SECRETARY OF STATE WOLFNER LIBRARY 23732 DECISION ITEM ABSTRACT: WITHIN GRADE REQUEST Personal Service 0101 General Revenue \$17,164 18.50 FTE 0195 Federal Funds \$2,586 4.50 FTE \$19,750 23.00 FTE	DECISION ITEM NAME: WITHIN GRADE
	STRATEGIC ISSUE: Reward quality performance and professionalism and maintain a competitive compensation program.
	DEPARTMENT GOAL: Human resource management and development.
	STRATEGIC PLAN REFERENCE PAGE: 18

1. **OUTCOMES, EXPLANATION, AND RATIONALE** - What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

The Office of the Secretary of State employs the services of over 250 individuals in order to perform its statutory obligations to provide services to the citizens of the state of Missouri. To attract and retain quality personnel with the required skills, this office must offer compensation comparable to private employment and which keeps pace with inflationary living costs. Therefore, a 4% within grade increase is requested for all employees. This will allow the office to maintain the high level of service expected from the Office of the Secretary of State.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Personnel of the Office of the Secretary of State will: -Have appropriate skills -Improve and expand public services -Continue in state government service				

3. **OBJECTIVES** - Describe what will be done, how much will be accomplished, and the timetable for measurement. **STRATEGIES** - How will the objective be accomplished?

Provide a 4% within grade salary increase for all employees beginning on July 1, 1998.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Current level of services will be maintained.				

5. COST EXPLANATION - Describe the <u>detailed</u> calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.			
The within grade request was determined by taking the FY 1998 personal service core and increasing it by 4%.			
WITHIN GRADE REQUEST			
Personal Service			
0101 General revenue	\$17,164	18.50 FTE	
0195 Federal Funds	<u>\$2,586</u>	4.50 FTE	
	\$19,750	23.00 FTE	

PERSONAL SERVICES
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DECISION ITEM RANK 002

DECISION ITEM NO. 037 NAME: WITHIN GRADE

PARS CLASSIFICATION	PRIOR YEAR ACTUAL EXPENDITURE		CURRENT YEAR FUNDED POSITIONS		BUDGET YEAR REQUEST		GOVERNOR RECOMMENDS	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
CLERK TYPIST I					2.00	1,295	2.00	1,295
CLERK TYPIST II					3.00	2,324	3.00	2,324
CLERK TYPIST III					1.00	805	1.00	805
COMPUTER INFO SPECIALIST II					1.00	1,166	1.00	1,166
CLERK					.50	330	.50	330
READER ADVISOR					4.00	3,496	4.00	3,496
CLERK I					5.50	3,348	5.50	3,348
CLERK II					1.00	675	1.00	675
CLERK III					1.00	974	1.00	974
LIBRARIAN					3.00	3,582	3.00	3,582
DIRECTOR WOLFNER LIBRARY					1.00	1,755	1.00	1,755
FUND SUBTOTAL								
GEN REV FUND					18.50	17,164	18.50	17,164
FEDERAL FUND					4.50	2,586	4.50	2,586
FORM 6 SUBTOTAL					23.00	19,750	23.00	19,750
TOTAL DECISION								
GEN REV FUND					18.50	17,164	18.50	17,164
FEDERAL FUND					4.50	2,586	4.50	2,586
GRAND TOTAL					23.00	19,750	23.00	19,750

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PROGRAM DECISION ITEM
FORM 5

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DECISION ITEM RANK 016
DECISION ITEM NO. 052 NAME: IMPLEMENT HB438 & SB242

(1) PROBLEM(S):

5. COST SUMMARY

BUDGET CLASS/FUND	CURRENT YEAR EXPENDITURES	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
EXPENSE & EQUIPMENT SEC ST-WOLFNER		35,000 E	35,000 E
TOTAL EXPENSE & EQUIP		35,000 E	35,000 E
TOTAL DECISION ITEM		35,000 E	35,000 E

6. PERFORMANCE MEASURE:

PROGRAM DECISION ITEM ANALYSIS FORM 5
DECISION ITEM RANK: 016 OF 016

DIVISION: SECRETARY OF STATE STATE LIBRARY WOLFNER LIBRARY 23732 DECISION ITEM ABSTRACT: Appropriation of Wolfner Trust Fund earned interest to implement HB 438 and SB 242 changing Wolfner core to reflect only the interest each year for expenditures. Due to the uncertainty of the amount of interest, we are requesting an open-ended appropriation to eliminate the necessity of a yearly decision item. REQUEST Expense and Equipment 0928 Wolfner Trust Fund \$35,000E 0.00 FTE	DECISION ITEM NAME: IMPLEMENTATION OF HB 438 AND SB 242
	STRATEGIC ISSUE: Provide quality library and information services to all Missourians with print disabilities.
	DEPARTMENT GOAL: To continue providing library services to current consumers and extend services to all other eligible Missourians with print disabilities.
	STRATEGIC PLAN REFERENCE PAGE: 9, 19, and 21

1. **OUTCOMES, EXPLANATION, AND RATIONALE** – What outcomes are being pursued? Identify the statewide result area if appropriate. Define and describe the problem in specific terms. How is this decision item related to the strategic issue? Describe the positive impact funding this decision item will have on the problem. Describe the negative impact not funding this item will have on the problem.

Outcome: Wolfner Library is able to upgrade services to users.

Problems:

1. Worn-out, existing tape duplication equipment, causing costly repairs, needs replacement to continue collection building by duplicating audio books.
2. The "master" cassette (one good audio copy not circulated, but retained for duplication) collection has exhausted its cabinet space and needs more cabinets for secure and efficient storage of this essential portion of the library's collection.
3. The National Library Service (Library of Congress) had to abandon providing lightweight headphones to library patrons – except in most critical circumstances; thus, Missouri doesn't have headphones for patrons to listen to audio books privately (as non-print disabled persons can read privately) – this is particularly serious for patrons in communal settings, i.e., nursing homes, hospitals, etc.

Relation to Strategic Issue: The problems described about worn-out equipment, needed storage furniture, and headphones all relate to the key Office of the Secretary of State strategic issues of providing basic and quality library services to persons with disabilities.

Positive Impact if Funded: Basic library services of collection building and retention of master cassettes will be continued and patrons will be able to "read" privately (by listening to audio books while using headphones), as do non-disabled persons.

Negative Impact if Not Funded: If this request is not granted, collection building activities of duplicating audio books when needed by students for reports, or when damaged books need replacement, would cease if equipment was irreparable – or, repair of worn-out equipment will become increasingly expensive and more frequent. And, patrons unable to "read" their audio books by listening privately will be inhibited in their reading selections, or discontinue the library service, due to lack of privacy.

2. OUTCOME MEASURES - Identify and quantify proposed outcome measures that will measure success. Note other budget items or assumptions affecting these outcomes.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Percentage of tape duplication need satisfied.	75%	70%	100%	100%
Percentage of "master" cassettes stored.	100%	95%	100%	98%
Percentage of patrons requesting headphones who receive them.	15%	15%	20%	20%

3. OBJECTIVES - Describe what will be done, how much will be accomplished, and the timetable for measurement. STRATEGIES - How will the objective be accomplished?
- Objective #1: Continue development and building of library's collection to solve information and reading needs of patrons. Strategy A: Replace worn-out tape duplication equipment, to produce quality copies of audio books. Strategy B: Acquire additional cabinets to house and preserve the "master" audio cassette book collection. - Objective #2: Provide lightweight headphones to any library user who needs to listen to audio books in privacy. Strategy A: Acquire sufficient numbers of headphones to begin to satisfy need, planning to reuse when possible.

4. OBJECTIVE MEASURES - Identify and quantify the services to be provided.	Fiscal Year 1997	Fiscal Year 1998	Fiscal Year 1999	Fiscal Year 2000
Total number of audio cassettes duplicated to replace books	20,000	25,000	30,000	35,000
Total number of "master" audio cassette books (per title) stored.	40,000	45,000	50,000	55,000
Total number of lightweight headphones available for loan to any patron.	250	250	800	800

5. **COST EXPLANATION** - Describe the detailed calculations and assumptions used to derive this request, including breakdown and justification for any splits between funds. Identify data sources. Identify specific funding sources (e.g. multiple federal sources should be separately shown). Show totals by specific funding source. Identify one-time costs in detail.

The Office of the State Treasurer manages the Wolfner Library Trust Fund. Estimated annual interest earnings for the trust will be approximately \$35,000 in FY1999. The library requests this decision item as an open-ended appropriation not to exceed the yearly interest earned. If this decision item is approved, core reduction of the \$75,000 from the trust corpus would carry out the intent of RSMo 181.150 Section A. Legislation was passed in FY 1997 as HB 438 and SB 242. Under this law, interest earned on the Wolfner Library Trust Fund remains with the Trust and is available for appropriation. We are requesting the open-ended appropriation due to the uncertainty of the amount of interest each year. This will eliminate the necessity of a decision item to change core each year based on actual interest earned.

The sources of money for this fund are gifts, bequests, and memorials directed to the Wolfner Library for the Blind and Physically Handicapped primarily given by library patrons, their family members, and friends.

<u>Equipment Description</u>	<u>Estimated Cost</u>	<u>Source of Funding</u>
Tape duplication equipment	\$15,000	Wolfner Library Trust Fund
Tape duplication cabinets	\$10,000	Wolfner Library Trust Fund
Lightweight headphones	<u>\$10,000</u>	Wolfner Library Trust Fund

REQUEST

Expense and Equipment		
0928 Wolfner Library Trust Fund	\$35,000E	0.00 FTE

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EXPENSE AND EQUIPMENT
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DECISION ITEM RANK 016
 DECISION ITEM NO. 052 NAME: IMPLEMENT HB438 & SB242

TITLE	PRIOR YEAR EXPENDITURE	CURRENT YEAR EXPENDITURE	BUDGET YEAR REQUEST	GOVERNOR RECOMMENDS
OFFICE & COMM EQUIP PURCHASE	-----	-----	35,000	35,000
TOTAL EQUIPMENT			35,000	35,000
SOURCE OF FUND SUMMARY				
GEN REV FUND			35,000	35,000
SEC ST-WOLFNER				
GRAND TOTAL	=====	=====	35,000	35,000
			=====	=====

Federal Assistance Detail

Form 8

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Section 33.220 RSMo requires a separate Form 8 for each federal grant or program. Requests for federal funds appropriations without a completed Form 8 will be returned to the agency for completion of necessary documentation.

PROPOSED SPENDING PLAN	Current Year		Budget Year Request		Estimated Out Year 1		Estimated Out Year 2		Estimated Out Year 3	
	State	Federal	State	Federal	State	Federal	State	Federal	State	Federal
Personal Service	\$622,411.00	\$446,547.00	\$647,307.00	\$464,409.00	\$679,672.00	\$487,629.00	\$679,672.00	\$487,629.00	\$679,672.00	\$487,629.00
Expense	\$461,281.00	\$133,574.00	\$444,681.00	\$133,574.00	\$466,915.00	\$140,253.00	\$466,915.00	\$140,253.00	\$466,915.00	\$140,253.00
Equipment										
(Attach List)										
Distribution										
Capital Imprvmts.										
Fringe Benefits		\$127,400.00		\$132,496.00		\$139,121.00		\$139,121.00		\$139,121.00
Total Expenditures	\$1,083,692.00	\$707,521.00	\$1,091,988.00	\$730,479.00	\$1,146,587.00	\$767,003.00	\$1,146,587.00	\$767,003.00	\$1,146,587.00	\$767,003.00
FTE's	20.9	14.9	20.9	14.9	20.9	14.9	20.9	14.9	20.9	14.9

Section 33.220 RSMo requires a separate Form 8 for each federal grant or program. Requests for federal funds appropriations without a completed Form 8 will be returned to the agency for completion of necessary documentation.

OMB CATALOG NUMBER: 84.034		OMB CATALOG NAME: Library Services and Technology Act		EXPIRATION DATE: Yearly Program	
STATE PLAN REQUIRED YES X NO		FEDERAL GRANTING AGENCY: Institute for Museum and Library Services		(or)	
DATE: April 1, 1998 to cover 4 fiscal yrs		STATE GRANTING AGENCY: Secretary of State - Missouri State Library		REAUTHORIZATION DATE: 2002	
MATCH REQUIREMENTS:		OBJECTIVES OF GRANT OR PROGRAM: See attachment C		STATE DEPARTMENT'S PLAN IN THE EVENT OF EXPIRATION OR REDUCTION:	
Federal share 66%, state share 34%.					
Mtnce of effort requirement - see attachment A				Will Request General Revenue Pickup _____X_____	
DESCRIPTION OF GRANT OR PROGRAM:				May Request General Revenue Pickup _____	
				Will NOT Request General Revenue Pickup _____	
See attachment B				Comments: 4.5 FTE's are on this Federal program	

PROPOSED SPENDING PLAN	Current Year		Budget Year Request		Estimated Out Year 1		Estimated Out Year 2		Estimated Out Year 3	
	State	Federal	State	Federal	State	Federal	State	Federal	State	Federal
Personal Service	\$429,107.00	\$64,638.00	\$446,271.00	\$67,224.00	\$468,585.00	\$70,585.00	\$468,585.00	\$70,585.00	\$468,585.00	\$70,585.00
Expense	\$168,172.00	\$44,000.00	\$168,172.00	\$44,000.00	\$176,581.00	\$46,200.00	\$176,581.00	\$46,200.00	\$176,581.00	\$46,200.00
Equipment										
(Attach List)										
Distribution										
Capital Imprvmts.										
Fringe Benefits		\$18,441.00		\$19,179.00		\$20,138.00		\$20,138.00		\$20,138.00
Total Expenditures	\$597,279.00	\$127,079.00	\$614,443.00	\$130,403.00	\$645,166.00	\$136,923.00	\$645,166.00	\$136,923.00	\$645,166.00	\$136,923.00
FTE's	18.5	4.5	18.5	4.5	18.5	4.5	18.5	4.5	18.5	4.5

Department:	Secretary of State
Level 2:	Missouri State Library
Level 3:	Federal Aid to Libraries
Level 4:	

Federal Assistance Detail
Form 8

Page 3-LSTA

Section 33.220 RSMo requires a separate Form 8 for each federal grant or program. Requests for federal funds appropriations without a completed Form 8 will be returned to the agency for completion of necessary documentation.

OMB CATALOG NUMBER: 84.034 STATE PLAN REQUIRED YES ☒ NO ☐ DATE: April 1, 1998 to cover 5 fiscal yrs	OMB CATALOG NAME: Library Services and Technology Act FEDERAL GRANTING AGENCY: Institute for Museum and Library Services STATE GRANTING AGENCY: Secretary of State - Missouri State Library	EXPIRATION DATE: Yearly Program (or) REAUTHORIZATION DATE: 2002
MATCH REQUIREMENTS: Federal share 66%, state share 34%. Mtnce of effort requirement - see attachment A	OBJECTIVES OF GRANT OR PROGRAM: See attachment C	STATE DEPARTMENT'S PLAN IN THE EVENT OF EXPIRATION OR REDUCTION: Will Request General Revenue Pickup ☒ May Request General Revenue Pickup ☐ Will NOT Request General Revenue Pickup ☐ Comments: New legislation gives new flexibility in states
DESCRIPTION OF GRANT OR PROGRAM: See attachment B		

PROPOSED SPENDING PLAN	Current Year		Budget Year Request		Estimated Out Year 1		Estimated Out Year 2		Estimated Out Year 3	
	State	Federal	State	Federal	State	Federal	State	Federal	State	Federal
Personal Service										
Expense										
Equipment										
(Attach List)										
Distribution	\$2,160,893.00	\$1,500,000.00	\$2,160,893.00	\$1,500,000.00	\$2,160,893.00	\$1,500,000.00	\$2,160,893.00	\$1,500,000.00	\$2,160,893.00	\$1,500,000.00
Capital Imprvmnts.										
Fringe Benefits										
Total Expenditures	\$2,160,893.00	\$1,500,000.00	\$2,160,893.00	\$1,500,000.00	\$2,160,893.00	\$1,500,000.00	\$2,160,893.00	\$1,500,000.00	\$2,160,893.00	\$1,500,000.00
FTE's										

OMB CATALOG NUMBER: 84-154	OMB CATALOG NAME: Library Services and Construction Act - Title II	EXPIRATION DATE: 1998
STATE PLAN REQUIRED YES ☒ NO ☐	FEDERAL GRANTING AGENCY: US Office of Education	(or)
DATE:	STATE GRANTING AGENCY: Secretary of State - Missouri State Library	REAUTHORIZATION DATE: Not Reauthorized
MATCH REQUIREMENTS: Federal share 50%, local share 50%	OBJECTIVES OF GRANT OR PROGRAM: At least one fourth of Missouri public library buildings need minor to extensive modifications to comply with the provisions of the Americans with Disabilities Act. Title II funds will be awarded as a match to local projects.	STATE DEPARTMENT'S PLAN IN THE EVENT OF EXPIRATION OR REDUCTION: Will Request General Revenue Pickup _____ May Request General Revenue Pickup _____ Will NOT Request General Revenue Pickup <u> X </u> Comments: May in the future submit a new state program to help with library buildings.
DESCRIPTION OF GRANT OR PROGRAM: Provides matching funds to eligible libraries for the capital improvement of public library buildings.		

[illegible]

Attachment A

"SEC. 223. PAYMENTS; FEDERAL SHARE; AND MAINTENANCE OF EFFORT REQUIREMENTS.

"(a) PAYMENTS.—Subject to appropriations provided pursuant to section 214, the Director shall pay to each State library administrative agency having a State plan approved under section 224 the Federal share of the cost of the activities described in the State plan.

"(b) FEDERAL SHARE.—

"(1) IN GENERAL.—The Federal share shall be 66 percent.

"(2) NON-FEDERAL SHARE.—The non-Federal share of payments shall be provided from non-Federal, State, or local sources.

"(c) MAINTENANCE OF EFFORT.—

"(1) STATE EXPENDITURES.—

"(A) REQUIREMENT.—

"(i) IN GENERAL.—The amount otherwise payable to a State for a fiscal year pursuant to an allotment under this chapter shall be reduced if the level of State expenditures, as described in paragraph (2), for the previous fiscal year is less than the average of the total of such expenditures for the 3 fiscal years preceding that previous fiscal year. The amount of the reduction in allotment for any fiscal year shall be equal to the amount by which the level of such State expenditures for the fiscal year for which the determination is made is less than the average of the total of such expenditures for the 3 fiscal years preceding the fiscal year for which the determination is made.

"(ii) CALCULATION.—Any decrease in State expenditures resulting from the application of subparagraph

(B) shall be excluded from the calculation of the average level of State expenditures for any 3-year period described in clause (i).

"(B) DECREASE IN FEDERAL SUPPORT.—If the amount made available under this subtitle for a fiscal year is less than the amount made available under this subtitle for the preceding fiscal year, then the expenditures required by subparagraph (A) for such preceding fiscal year shall be decreased by the same percentage as the percentage decrease in the amount so made available.

"(2) LEVEL OF STATE EXPENDITURES.—The level of State expenditures for the purposes of paragraph (1) shall include all State dollars expended by the State library administrative agency for library programs that are consistent with the purposes of this subtitle. All funds included in the maintenance of effort calculation under this subsection shall be expended during the fiscal year for which the determination is made, and shall not include capital expenditures, special one-time project costs, or similar windfalls.

"(3) WAIVER.—The Director may waive the requirements of paragraph (1) if the Director determines that such a waiver would be equitable due to exceptional or uncontrollable circumstances such as a natural disaster or a precipitous and unforeseen decline in the financial resources of the State.

Attachment B

Description of Grant or Program

This program provides a base grant of \$340,000 to each state with an additional amount based on Missouri's population in relation to the population of all states. Funds are distributed to the state library agency who may spend either directly or through subgrants or cooperative arrangements at least 96% of the funds for:

- establish or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas and encouraging different types of libraries to establish consortia and share resources;
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line.

Attachment C

Objectives of Grant or Program:

It is the purpose of this program to (1) consolidate federal library service programs; (2) stimulate excellence and promote access to learning and information resources in all types of libraries for individuals of all ages; (3) promote library services that provide all users access to information through state, regional, national and international electronic networks; (4) provide linkages among and between libraries; and (5) promote targeted library services to peoples of diverse geographic, cultural and socio-economic backgrounds to individuals with disabilities and to people with limited functional literacy or information skills.



